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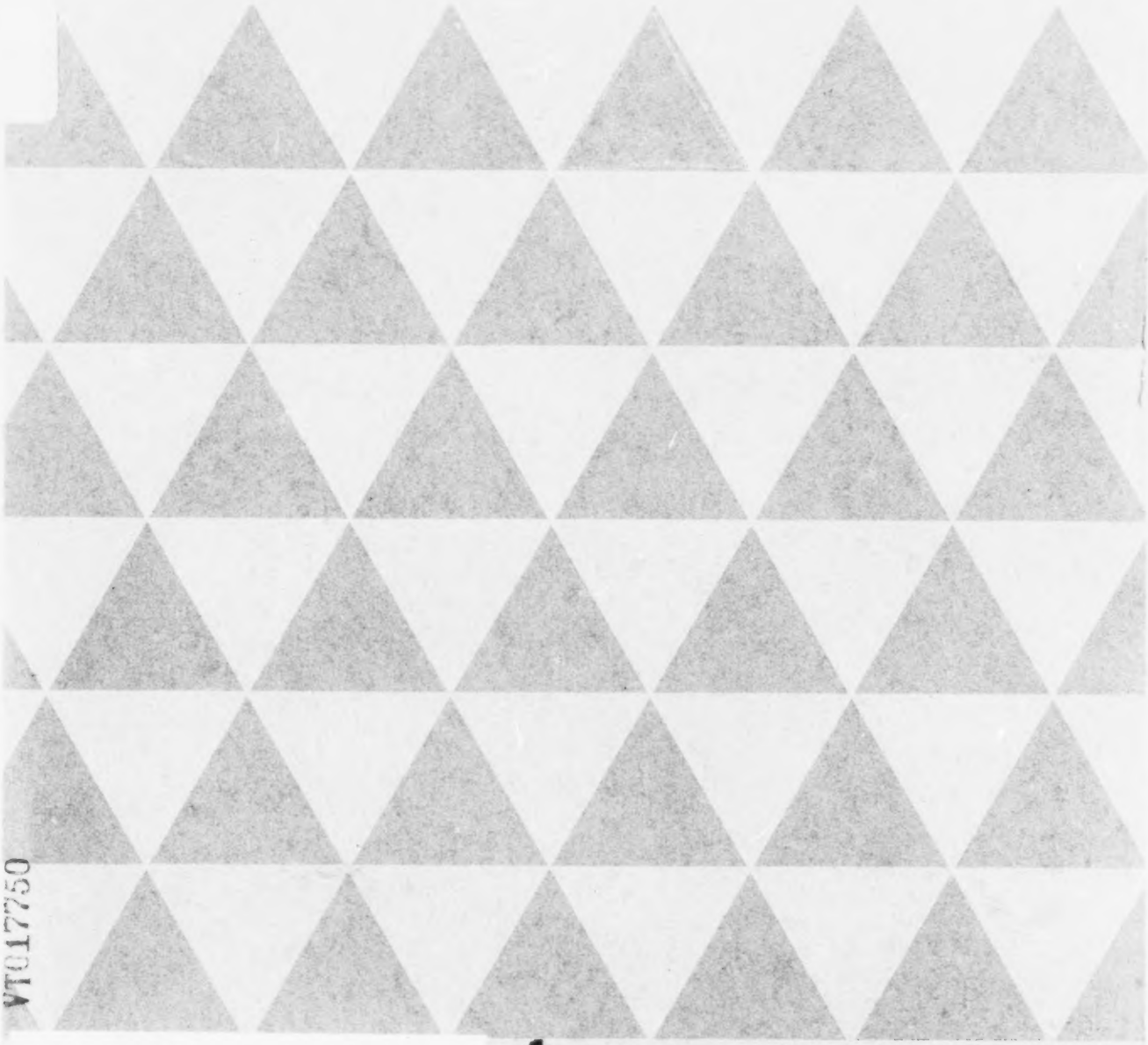
ABSTRACT

This annotated bibliography, a government publication, updates earlier personnel bibliographies on the subject of equal opportunity in employment. Topics covered include: (1) employment programs for minority groups, focusing on government programs, employment practices, programs for the disadvantaged, and professional and executive positions, (2) the handicapped, divided into specific categories, (3) the older worker, and (4) selected books and articles on the employment of women, including women in the Federal Government and career opportunities for women at the executive, managerial, and professional levels. (AG)

Equal Opportunity in Employment



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No. 6, Supp. 1, The Federal Civil Service--History, Organization and Activities. 1968.

No. 11, Supp. 1, Manpower Planning and Utilization in the Federal Government. 1968.

FOREWORD

This compilation updates Personnel Bibliography no. 29 (1968), and a related section in no. 11 (1963). The present number includes material received in the Library in 1969 and 1970.

A related bibliography is Manpower Planning and Utilization, no. 11, and its Supplement 1, (1968), which will be updated in 1971. Other numbers in the Personnel Bibliography Series cover general aspects of personnel management, training, and personnel practices generally.

This bibliography was reviewed by Mary Jane Hart, Federal Equal Employment Opportunity Office, and Hedwig W. Oswald, Joseph Le Masurier and Donald A. Phillips, Bureau of Recruiting and Examining.

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EQUAL OPPORTUNITY IN EMPLOYMENT

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EMPLOYMENT PROGRAMS FOR MINORITY GROUPS--GENERAL

Bibliography

Educational Resources Information Center.
Helping procedures for use with the disadvantaged, comp. by Thelma M. Urbick, Counseling and Personnel Services Information Center, University of Michigan. Washington, U. S. Govt. Print. Off., 1968? 151 pp. (CAPS current resources series)

Prepared pursuant to contract with the Office of Education.

Bibliography of publications on education, training, and counseling of the disadvantaged.

Michigan. University. Center for Research on Conflict Resolution.
A study of some conditions affecting productivity and cohesiveness in culturally heterogeneous groups, by Irwin Katz. Final report. Ann Arbor, 1968. 16 pp.

Bibliography of published and unpublished research in four main categories. They are task performance and social interaction in face-to-face bi-racial work teams; cognitive performance of Negroes in different types of bi-racial environment; white attitudes and perceptions about Negroes; and socialization of academic motivation in Negro children.

New York (State). School of Industrial and Labor Relations, Cornell University.
The hard-core unemployed; an annotated bibliography, compiled by Emil Mesics. Ithaca, 1968? 4 pp.

Covers "poverty, learning and retraining, getting and holding jobs; problems and experiences with integrating the hard-core into work involvement."

Princeton University. Industrial Relations Section.
Black workers and the unions. Princeton, N. J., 1970. 4 pp. (Selected references no. 152)

Annotated bibliography which contains references to selected background and current materials as regards equal status of Negroes in their union and employment relationships. Also covers the Philadelphia Plan.

Princeton University. Industrial Relations Section.
Trade union programs for training the disadvantaged worker. Princeton, N. J., 1970. 4 pp. (Selected references no. 150)

A brief annotated bibliography covering general surveys and specific programs.

Rubin, Leonard, ed.
An annotated bibliography on the employment of disadvantaged youth, 1960-1966. Washington, Bureau of Social Science Research, Inc., 1969. 71 pp.

Contents: General commentary on the context and nature of youth problems; The nature of the problem: the perspectives of research and analysis on the problems of youth and youth as a problem; Programs for the problems; Problems and goals for public policy.

U.S. Federal Aviation Administration.
Equal employment opportunity; selected references. Prepared by Office of Headquarters Operations, Library Services Division. Washington, 1968. 7 pp. (Bibliographic list no. 16)
Covers books, pamphlets, government publications and periodicals.

U. S. Social Security Administration.
Not just some of us; a limited bibliography on minority group relations. 2d ed. Washington, 1969. 42 pp. (SS pub. 69-60(11-69))
The section on employment covers: Employment patterns and conditions; Integration in employment; and Federal equal employment opportunity.

U. S. Veterans Administration.
We hold these truths.... Washington, U. S. Govt. Print. Off., 1969. 31 pp.
Bibliography on prejudice, employment, racial attitudes, etc.

Washington. State Library.
Minorities and discrimination in the United States with particular reference to employment practices; a selective bibliography of books in the Washington State Library. Olympia, 1967. 8 pp.

Wisconsin. University. Institute for Research on Poverty.
Hard-core unemployment; a selected, annotated bibliography. Rev. ed. Compiled by Colin Camero and Anila Bhatt Menon. Madison, 1969. 28 pp.
Sections included cover: The sociology of the hard-core milieu; Training programs; Business and the hard-core; Citations of other references on 'hard-core unemployment'; Citations of documents of related interest; and Filmography.

. . . . . .

Alex, Nicholas.
Black in blue; a study of Negro policeman. New York, Appleton-Century-Crofts, 1969. 210 pp.
Based on interviews with policemen, the study examines the attitudes held and the problems faced by a Negro who chooses police work for a career.
Partial contents: The recruitment of Negroes for police work; The police image; The Negro policeman and his white counterpart.

Alexander, Clifford L., Jr.
White collar help wanted ... or is it? Personnel administration, vol. 32, no. 4, July-August 1969, pp. 4-9.
An ex-chairman of the Equal Employment Opportunity Commission discusses different approaches companies can take in establishing equal employment opportunity in white collar jobs.

American University. School of Business Administration. Research Center in Policy and Behavioral Sciences.
Project gatekeeper; the reduction of job discrimination by the use of self-confrontation and feedback to the discriminator, by Charles A. Dailey. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, n.d. 1 v.

This pilot project is based on the assumption that a relatively small number of administrators and managers, in government and industry, control the "gateways" to jobs and opportunities, and that even when unprejudiced, "the typical 'Gatekeeper' makes employment decisions in such a way as to underestimate the abilities and magnify the failures of disadvantaged persons." A training program using varied techniques is developed to change interviewing and decision-making by the gatekeepers.

Prepared under grant from the Department of Labor, Office of Manpower Policy, Evaluation, and Research.

Anderson, B. Robert and Richard Cohen.
Human rights--management sets the climate. Manage, vol. 21, no. 7, May 1969, pp. 12-17.

Suggests steps to be followed by management in implementing an unprejudiced employment policy, and includes a quiz for measuring one's human rights quotient.

Anderson, Bernard E.
The Negro in the public utility industries: an investigation into the development and implementation of racial employment policy. Ann Arbor, Mich., University Microfilms, Inc., 1970. 352 pp.

Doctoral dissertation, University of Pennsylvania, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 6, December 1970, p. 2580-A.

Arnold, Brian C.
Comparison of caucasian and Negro subgroups on criterion indices of overall job effectiveness. Ann Arbor, Mich., University Microfilms, Inc., 1969. 144 pp.

Doctoral dissertation, Colorado State University, 1968. Abstracted in Dissertation Abstracts International, vol. 30, no. 2, August 1969, p. 881-B.

Ashenfelter, Orley.
Changes in labor market discrimination over time. Journal of human resources, vol. 5, no. 4, Fall 1970, pp. 403-430.

Presents evidence of effects of changes in discriminatory practices in labor market on relative earnings of black workers over the period 1950 to 1966. Also finds that "cyclical swings in aggregate labor market activity had little effect on the extent of discrimination."

Bloch, Herman D.
The circle of discrimination; an economic and social study of the black man in New York. New York, New York University Press, 1969. 274 pp.

A chronicle of economic and political discrimination in New York from Colonial times to 1965. Partial contents: Job entry, occupational mobility, income and economic security; Afro-Americans and the trade unions [1866-1965]; The New York Afro-American's battle for political rights.

Bloch, Richard I.
Arbitrating discrimination grievances--a new approach. Michigan business review, vol. 22, no. 5, November 1970, pp.26-32.
Author suggests that better means are needed in industry to represent the employee who feels himself a victim of racial discrimination. He explains why current legal and union avenues are insufficient.

Bloch, Richard I.
Race discrimination in industry and the grievance process. Labor law journal, vol. 21, no. 10, October 1970, pp. 627-644.
"If we are to see, in the future, the effective settlement of racial disputes, the answer lies in supplementing and perpetuating internal remedial processes established by the parties themselves. Not only do the internal remedies provide the speed, but also the flexibility which the courts and the Board [NLRB] may lack. Moreover, if this is a society which desires improvement of the status of the black man, it is essential that the trade union movement be modified to provide for meaningful representation of his grievances."

Blumrosen, Alfred W.
Labor arbitration, EEOC conciliation, and discrimination in employment. Arbitration journal, vol. 24, no. 2, 1969, pp. 88-105.
The author contends that public agencies and private arbitrators alike have failed to deal adequately with cases of job discrimination which are brought before them, mainly because the courts have not yet given sufficient guidance to the industrial relations community.

Bradish, Damaris K.
Achievement attitudes of Hispanos. Ann Arbor, Mich., University Microfilms, Inc., 1970. 209 pp.
Doctoral dissertation, Colorado State University, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 7, January 1970, p. 3102-A.

Briggs, Vernon M., Jr.
The negro in American industry: a review of seven studies. Journal of human resources, vol. 5, no. 3, Summer 1970, pp. 371-387.
Reviews racial practices to be found in the following seven major industries: automobile, aerospace, steel, hotel, petroleum, rubber tire, and chemical.

Brookings Institution.
Jobs and civil rights; the role of the Federal government in promoting equal opportunity in employment and training, by Richard P. Nathan. Washington, U. S. Govt. Print. Off. 1969. 318 pp. (Clearinghouse publication, no. 16)
"This report examines the implementation of policies of the Federal Government to provide equal opportunity in private employment for members of minority groups." Covers the role of the Equal Employment Opportunity Commission, the contract compliance machinery and manpower programs and equal job opportunity. Recommendations for the future.
Prepared for U. S. Commission on Civil Rights.

Byrnes, Stephen L.
Equal opportunity...and then some. Employment service review, vol. 5, no. 12, December 1968, pp. 10-15.
Article describes Dow Chemical Company's participation in Plan for Progress, a voluntary organization of employers interested in promoting equal opportunity in employment. Author touches on company goals and the variety of training programs offered for unskilled workers through college level employees. Also notes numbers of participants and retention rate of trainees.

Chalmers, Ellison W. and Gerald W. Cormick.
Collective bargaining in racial disputes? Issues in industrial society, vol. 1, no. 3, 1970, pp. 8-16.
Article looks at the applicability of the negotiation process to disputes in which race is a factor. Theoretical and practical inadequacies of the analogy are examined, a current research project of the authors described and "tentative propositions about the possibilities and limitations of racial negotiation and mediation processes" proposed.

Clark, Charles E.
Definition of discrimination: employers' hiring. Mercer law review, vol. 19, no. 2, Summer 1968, pp. 334-365.
A survey of decisions rendered by the Equal Employment Opportunity Commission under Title VII of Civil Rights Act of 1964 which concern hiring practices and result in findings against employers.

Coro Foundation Internship in Public Affairs.
Minority unemployment, San Francisco. Prepared for California Job Training and Placement Council. San Francisco, Calif., 1968. 86 pp.
Identifies minority groups, evaluates specific programs in the public and private sectors to alleviate their unemployment, and presents recommendations.

Cousens, Frances R.
Public civil rights agencies and fair employment; promise vs. performance. New York, F. A. Praeger, 1969. 162 pp.
An account of a research study which investigates opportunities and patterns of employment of minority groups in industries under the coverage of fair employment practices or civil rights agencies. "The conclusions of the study are consonant with critical commentaries by other observers, among whom there is a growing consensus that state and municipal commissions, originally conceived to enforce change in economic institutions, are instead serving to preserve the status quo." Suggestions for additional research are given.

Crain, Robert L.
School integration and occupational achievement of Negroes. American journal of sociology, vol. 75, no. 4, pt. 2, January 1970, pp. 593-606.
"The most significant effect of integrated schooling is probably not 'educational'. It is probably more important that Negroes who attend integrated schools will have more contact with whites as adults, and tend to have more trust in whites than do Negroes from segregated schools. This in turn partially overcomes a crucial barrier to equal opportunity--the fact that information about employment opportunities is spread through types of informal social contacts to which few Negroes have access."

Davies, Gordon K.
Needed: a national job-matching network. Harvard business review, vol. 47, no. 5, September-October 1969, pp. 63-72.
Proposes a national job matching system to find work for the underemployed and the unemployed. Discusses the feasibility of the system, setting it up, problems to be resolved and benefits.

Dolnick, David.
The settlement of grievances and the 'job conscious' theory. Labor law journal, vol. 21, no. 4, April 1970, pp. 240-247.
Discusses the changing role of the grievance process and relates it to labor movement theory. Current militancy of minority groups and of women is explained in terms of these groups' consciousness of deprivation in job opportunities.

DuBois, Dennis J.
The legality of the "revised Philadelphia plan." Maryland law review, vol. 33, no. 2, Spring 1970, pp. 114-136.
The Revised Philadelphia Plan generally "requires that certain government contractors make at least a good-faith effort to meet definite minimum numerical standards of minority group utilization in specified trades in the Philadelphia area." After tracing its history, DuBois discusses the legality of the Revised Plan--its alleged conflict with section 703 (j) of Title VII of the Civil Rights Act of 1964 and its alleged provision of an illegal quota system.

Dupont De Nemours, E.I., and Company, Inc.
Equal opportunity; a progress report. Wilmington, Del., 1969. 31 pp. (DuPont 32)

Equality of employment opportunities for minorities in the United States in 1969. International labour review, vol. 102, no. 3, September 1970, pp. 319-325.
A synthesis of recent information on labor force participation rates, employment and unemployment, incomes, education and training. The conclusion is that there has been advancement for racial minorities with regard to employment and income, but that equality, particularly equality of opportunity, is yet to be achieved.

Ferman, Louis A.
The Negro and equal employment opportunities; a review of management experiences in twenty companies. 2d ed. New York, F.A. Praeger, 1968. 195 pp.
Highlights six categories of findings: (1) Progress in equalizing opportunities; (2) Business values and equal employment opportunities; (3) Satisfaction with Negro job performance; (4) Union values and equal employment opportunities; (5) The white worker's view of the Negro and equal employment opportunities; (6) The Negro worker's view of equal employment opportunities.

Fletcher, Linda P.
Racial employment policies of insurance companies. Best's review (life/health insurance ed.), vol. 71, no. 3, July 1970, pp. 24, 26, 88-89; no.4, August 1970, pp. 22, 26, 28+.
One-hundred-fifty insurance companies were surveyed regarding theird policies on hiring Negro employees. Questions related to types of jobs the Negro employees held, qualifications expected of Negro applicants, perceived effect that Negro hiring had upon company image, and percentage of Negro employees of companies, broken down by geographic regions. Part II of article forcasts a dim prospect for progress in developing managerial employment opportunities for Negroes since insurance companies promote from within, largely on the basis of seniority. Article concludes with suggestions for increasing number of Negroes hired by the insurance industry and accelerating their promotion.

Formby, John P.
The extent of wage and salary discrimination against non-white labor. Southern economic journal, vol. 35, no. 2, October 1968, pp. 140-150.
"The purposes of the paper are: (1) to present calculations of the extent of wage and salary discrimination against non-whites between the ages of 22 and 64 for the years 1949 and 1959; (2) to show the changes in such discrimination over this interval; (3) to show regional differences."

Fritts, Patricia J.
The job area preferences and job value assignments of low income inner city black and white youth. Ann Arbor, Mich., University Microfilms, Inc., 1970. 94 pp.
Doctoral dissertation, Boston University, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 5, November 1970, p. 2001-A.

Garfinkel, Herbert.
When Negroes march; the March on Washington Movement in the organizational politics for FEPC. New York, Atheneum, 1969. 224 pp.
Case study of the mass march on Washington, D. C., planned by A. Philip Randolph for July 1, 1941 but cancelled upon the establishment of the first Fair Employment Practices Committee. Provides an analysis of the dynamics of mobilization, organization and strategy within a social movement, a study in leadership, and an analysis of a phase in the continuing interaction between the Federal government and the Negro minority.

Garfinkel, Herbert, and Michael D. Cahn.
Racial-religious designations, preferential hiring and fair employment practices commissions. Labor law journal, vol. 20, no. 6, June 1969, pp. 357-372.
Traces history of Federal equal employment commissions. Discusses problems connected with prohibitions against employers' collecting and retaining data on employee racial identity, efforts to reconcile Federal and state policies, proposals to permit racial records, preferential hiring, and the need to actively recruit minority employees.

Goeke, Joseph R. and Caroline S. Weymar.
Barriers to hiring the blacks. Harvard business review, vol. 47, no. 5, September-October 1969, pp. 144-146, 148-149, 152.
Reports on changing attitudes toward the role private industry should play in directly providing employment for minority groups and in encouraging black capitalism. Findings indicate that most businessmen accept the obligations of the private sector. Many first-line supervisors, however, need special training and a new perspective in order to resolve the conflict between their desires both to help the disadvantaged and maintain the productivity of their work groups.

Goodman, Richard A.
A hidden issue in minority employment. California management review, vol. 11, no. 4, Summer 1969, pp. 27-30.
Value conflict, "the hidden issue," is defined as the conflict between personal and organizational goals. When the values of white employees do not sufficiently match the corporation's commitment to minority employment the low tolerance for value conflict is intensified. The author sees organizing for constructive value conflict as a prerequisite for an effective minority employment program. He reviews several organizational models.

Gould, William B.
The emerging law against racial discrimination in employment. Northwestern University law review, vol. 64, no. 3, July-August 1969, pp. 359-386.
Review of some of the court decisions made on the basis of Title VII of the Civil Rights Act of 1964. "It is becoming clear that unless the courts have the authority to reach back and deal with the past, institutional discrimination reflected in seniority, and referral systems, as well as apprenticeship and journeyman examinations, cannot be remedied effectively."

Gould, William B.
Labor arbitration of grievances involving racial discrimination. Arbitration journal, vol. 24, no. 4, 1969, pp. 197-227.
"A major theme of this article is that title VII /of the Civil Rights Act of 1964/, and the legislative motives and assumptions behind its enactment, should expand the rights of minority group workers before arbitrators as well as the courts." Disputes the argument that collective bargaining is a private affair between labor and management where only their interests need be satisfied.

Gould, William B.
Non-governmental remedies for employment discrimination. Syracuse law review, vol. 20, no. 4, Summer 1969, pp. 865-881.
"It is no secret that when labor and management talk about the irresponsible restiveness of the rank and file worker today, they are often speaking euphemistically of the black worker's alienation from the industrial system and society itself.
"This paper addresses itself to two avenues through which this discord is emerging. The first is labor arbitration.... The second is the Supreme Court's decision in Jones v. Mayer Co. where it held that the Civil Rights Act of 1866 is, in effect, an anti-racial discrimination statute in the field of housing in addition to the Civil Rights Act of 1968."

Gould, William B.
Racial equality in jobs and unions, collective bargaining, and the Burger court. Michigan law review, vol. 68, no. 2, December 1969, pp. 237-258.
Among the major issues concerning employment discrimination with which the Burger Court will have to deal are the two discussed in this article. "The first is whether the present requirement that workers seek redress of their grievances through the exclusive representat. n of the union is applicable to racial discrimination.... The second is whether quotas and ratios based on race are permissible...."

Greve, Donald.
The American Indian. Vital speeches, vol. 36, no. 9, February 15, 1970, pp. 276-279.
The Chairman of the Board of Sequoyah Indians, Inc., tells of the fine traits of his Indian employees and urges others to provide job opportunities for them.

Griffin, John H.
Racial equality; the myth and the reality. Iowa City, University of Iowa, Center for Labor and Management, 1970. 28 pp. (Reprint series no. 26)
Edited remarks of an address at a conference on equal employment opportunity by a white man who changed his pigmentation and lived the life of a black.

Hansen, Niles M.
Improving economic opportunity for the Mexican American; a critical evaluation of public policy, with assessment of the problem in South Texas. Economic and business bulletin, vol. 22, no. 1, Fall 1970, pp. 1-4.
What is required to improve the position of the Mexican-American in South Texas and elsewhere is good basic education, adequate job training and relocation programs for those who choose to leave the region. Some details are given of the Ling-Temco-Vought experience in training and relocation.

Henderson, J. William, Jr.
A white employer tells it like it is. Administrative management, vol. 30, no. 9, September 1969, pp. 83-86.
Excerpts from an address reveal the success of the employment policy of Buckeye International, Ltd. It has a non-discrimination policy and hires the best qualified person for the job. Recommends publicizing job opportunities, exposing workers to training, and demanding performance.

Henderson, William L. and Larry C. Ledebur.
The viable alternative for black economic development. Public policy, vol. 18, no. 3, Spring 1970, pp. 429-449.
Considers three basic categories of civil rights activities in the field of economics: employment opportunities, including skills training and job placement; black capitalism; and "ghetto eradication or dispersal."

Employment Programs for Minority Groups--General (Cont'd)

Hodge, Claire C.
The Negro job situation: has it improved? Monthly labor review, vol. 92, no. 1, January 1969, pp. 20-28.
U. S. Bureau of Labor Statistics survey shows occupational gains for non-white workers and concomitant increases in pay, status, and security. Reports on changes in occupational patterns, including those in professional and technical areas, management, sales, crafts, operatives, and service work.

Holland, Jerome H.
Black opportunity. New York, Weybright and Talley, 1969. 274 pp.
In this analysis of where the Negro stands today in U.S. economic life, author notes the many opportunities available in business, industry, governments and other organizations. He views the most important need of the Negro to be more and better education and training and the incentive to take advantage of them.

Howard, John R. ed.
Awakening minorities; American Indians, Mexican Americans, Puerto Ricans. Chicago, Aldine Pub. Co., 1970. 189 pp.
Essays provide coverage on the economic conditions of minority groups, namely Mexicans, Puerto Ricans, and Indians, and discuss movements toward equal opportunity in employment. From Transaction magazine.

Indians weave a new image. Manpower, vol. 2, no. 4, April 1970, pp. 9-13.
Sequoyah Industries, a carpet company in Oklahoma, has had great success in the employment and training of Indians. Individual success stories are described as well as some of the company's general approaches to employing minorities.

International Labour Office.
Equality in respect of employment under legislation and other national standards. Geneva, Switzerland, 1967. 135 pp.
Illustrates efforts by various countries to effect equal employment opportunity. Gives sample constitutions, special anti-discriminatory legislation, provisions in labor or related legislation, judicial decisions and collective agreements.

International Labour Organisation.
Discrimination in employment and occupation; standards and policy statements adopted under the auspices of the I.L.O. Geneva, Switzerland, International Labour Office, 1967. 56 pp.
A compilation of provisions of international instruments and other policy statements.

Jacobson, Julius, ed.
The Negro and the American labor movement. Garden City, N. Y., Doubleday, Anchor Books, 1968. 430 pp.
Partial contents: The economic situation of Negro labor, by Sidney M. Peck; The racial practices of organized labor: the contemporary record, by Herbert Hill; Contemporary labor's attitude toward the Negro, by Gus Tyler; Trade union racial practices and the law, by Robert L. Carter and Maria L. Marcus.

Employment Programs for Minority Groups--General (Cont'd)

Jenkins, Timothy L.
Study of Federal effort to end job bias: a history, a status report, and a prognosis. Howard law journal, vol. 14, no. 2, Summer 1968, pp. 259-329.

Explores and advocates ways in which the authority of the state can be used to harmonize two revolutions of this century--human rights and technology--as they affect the non-white work force in this country. Reviews past efforts, pointing out shortcomings of statutes and executive orders as well as those of the officials enforcing them, and calls for something "in the direction of a new definition of discrimination in terms more relevant to the problem than mere race, terms that have to do with arbitrary seniority practices, educational levels, remoteness from job markets, and limited skill capacity, etc...."

Jensen, Jerry J.
The supervisor's key role in fair employment. Personnel, vol. 46, no. 2, March-April 1969, pp. 29-33.

Once a member of a minority group joins the work force the supervisor becomes largely responsible for the continued success of a fair employment program. Article discusses problems faced by the supervisor and his need for evidence of understanding and support from above.

Kain, John F., ed.
Race and poverty; the economics of discrimination. Englewood Cliffs, N.J., Prentice-Hall, 1969. 186 pp.

Papers by economists and experts in various fields on actual economic costs of discrimination to the Negro and to society.

Partial contents: Investment in the human resources of Negroes; The economic cost of discrimination; On the cost of being a Negro, by Paul M. Siegel; The changing position of Negro workers, by Dale L. Hiestand; Employing Negroes in urban labor markets; Racial inequality in employment: the patterns of discrimination, by Herbert Hill; The Negro in the national economy, by Andrew F. Brimmer.

Kaun, David E.
Negro migration and unemployment. Journal of human resources, vol. 5, no. 2, Spring 1970, pp. 191-207.

Reports on research which indicates that while the Negro migration pattern from 1955-1960 conformed to economic rationality based on income maximization, it was not in accord with reported unemployment rate differentials for the 93 Standard Metropolitan Statistical Areas.

Kiely, Owen P.
Equal employment opportunity programs in educational institutions. Journal of the College and University Personnel Association, vol. 21, no. 1, November 1969, pp. 1-7.

Reviews the background of the requirement that government contracts contain a clause prohibiting discrimination in employment. Explains procedures through which the U. S. Department of Health, Education and Welfare carries out the contract compliance program. Provides an example of a positive program set up by a university and suggests steps to obtain commitment, support and resources for achieving equal employment opportunity.

Kuck, Elizabeth J.
Providing equal employment opportunities--a challenge to personnel administrators. Journal of the College and University Personnel Association, vol. 20, no. 2, February 1969, pp. 33-40.
A member of the Equal Employment Opportunity Commission addresses the Twenty-Second International Conference of the College and University Personnel Association, reporting on the work of the Commission and exhorting personnel administrators to make freedom of opportunity in employment an integral part of campus organization and administration.

Leone, Richard D.
Negro employment in the trucking industry: an analysis of the efforts of the Office of Federal Contract Compliance. Ann Arbor, Mich., University Microfilms, Inc., 1969, 391 pp.
Doctoral dissertation, University of Pennsylvania, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 6, December 1969, 2225-A.

Levine, Marvin J.
The private sector and Negro employment problems. MSU business topics (Michigan State University), vol. 17, no. 1, Winter 1969, pp. 63-70.
Survey results of a random sample of firms from various business indices on employer attitudes toward and experiences with Negro employment. Study demonstrates that the Negro employee compares favorably in job performance with his work counterpart but many firms are not ready to make the type of committment to equal employment that would take care of the unemployed hard core. Author feels, however, that the outlook for progress is favorable, though not dramatic.

Levitan, Sar A. and Barbara Hetrick.
Big brother's last stand. Poverty and human resources, vol. 5, no. 3, May-June 1970, pp. 4-13.
Exposition on the American Indian--Federal programs, Indian education, employment, training, medical care and future direction.
The paper is a preliminary statement of a study analyzing Federal Indian programs.

Little, Roger D.
Employment changes by occupation and color, 1950-1975: a regional shift-share analysis. Ann Arbor, Mich., University Microfilms, Inc., 1970. 300 pp.
Doctoral dissertation, University of Houston, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 6, December 1970, pp. 2566-A-2567-A.

Lockard, Duane.
Toward equal opportunity; a study of state and local antidiscrimination laws. New York, Macmillan Co., 1968. 150 pp.
Chapter 3: Fair employment practice laws and their enforcement.

Luthans, Fred.
A new look at antidiscrimination policies and programs. Personnel journal, vol. 47, no. 12, December 1968, pp. 877-881.
Analyzes the results of a questionnaire on anti discrimination practices sent to selected firms in Nebraska. Calls for firmer policies and active programs in equal employment opportunity.

Employment Programs for Minority Groups--General (Cont'd)

Lyle, Jerolyn R.
Differences in the occupational standing of Negroes among industries and cities. Ann Arbor, Mich., University Microfilms, Inc., 1970. 158 pp.
Doctoral dissertation, University of Maryland, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 6, December 1970, 2567-A.

Machinery and Allied Products Institute.
Equal employment opportunity, by Machinery and Allied Products Institute and Council for Technological Advancement. Washington, 1969. 423 pp.
Reports in condensed form, on MAPI Seminar on Equal Employment Opportunity, February 1968.
Partial contents: Equal employment opportunity and the economic challenge; Ending discrimination in employment; Typical compliance procedures of Federal and state human rights agencies; The corporate approach to ending discrimination; The special problems of the city; The corporate personnel man and the challenge--a look ahead.

Massachusetts Institute of Technology.
Report of the Ad Hoc Task Force on Equal Employment Opportunity. Cambridge, 1969. 17 pp.
To increase MIT's non-faculty Negro employment, recommendations include intensified recruitment efforts and increased professional and training opportunities for those employed. Methods and time-tables are suggested.

Mayfield, Harold.
Equal opportunity at the third--and toughest--stage. Personnel, vol. 47, no. 3, May-June 1970, pp. 8-15.
Discusses business disparaties in understanding and practice in the area of equal employment opportunity. Identifies three stages of program emphasis: employment of more minority people, employment of the hard-core unemployed, upward mobility for minority employees. Examines reasons why upward progression is slow and considers remedies.

Meany, George.
Labor and the Philadelphia Plan. Washington, American Federation of Labor and Congress of Industrial Organizations, 1970. 14 pp.
"We welcome in the AFL-CIO any plan that will increase the number of minority group people in the highly skilled trades. ... The Philadelphia Plan, with its individual contract basis, will make no contribution whatsoever toward that end because it is quite possible for a contractor to fully comply with its commitments without bringing a single new employee into the area-wide job pool."
Based on address by AFL-CIO president George Meany to the National Press Club, Washington, D. C., Jan 12, 1970.
Address also appears in Vital speeches, vol. 36, no. 8, February 1, 1970, pp. 230-234, "The Outreach Program."

Employment Programs for Minority Groups--General (Cont'd)

Michigan. University-Wayne State University. Institute of Labor and Industrial Relations.
Discrimination in employment; an appraisal of the research, by Dale L. Hiestand. Ann Arbor, 1970. 68 pp. (Policy papers in human resources and industrial relations, no. 16)
Evaluates past and present research into employment discrimination in terms of its coverage and its contribution to the reduction of discrimination. Identifies priorities needed in future studies.
Jointly published with the National Manpower Policy Task Force.

Michigan. University-Wayne State University. Institute of Labor and Industrial Relations.
Entry into the labor force; a survey of literature on the experience of Negro and white youths, by Jeffry Piker. Ann Arbor, 1968. 282 pp.
Investigates the route of entry into the labor force of white and nonwhite youths based on the assumption that this is the most significant determinant of subsequent achievement. Suggests that the routes of movement must be understood and regulated if inequality is to be overcome. Extensive bibliography included.

Michigan. University-Wayne State University. Institute of Labor and Industrial Relations.
Equal apprenticeship opportunities; the nature of the issue and the New York experience, by F. Ray Marshall and Vernon M. Briggs Jr., Ann Arbor, Mich., 1968. (Policy papers in human resources and industrial relations no. 10) 57 pp.
Outlines the general nature of the apprenticeship system in the United States, discusses reasons for the low participation of Negroes in these programs in the past, analyzes in detail the New York City Workers Defense League experience, and offers conclusions concerning a model permanent program to get more Negroes into apprenticeship programs.
A joint publication of the National Manpower Policy Task Force.

Milligan, David T.
Remedies available to a victim of employment discrimination. Ohio State law journal, vol. 29, no. 2, Spring 1968, pp. 456-493.
Explains and evaluates alternatives available to an employee or job applicant who feels he is the victim of racial discrimination. These include remedies under Ohio state law, the Civil Rights Act, regulations of the National Labor Relations Board, and executive orders. Also discusses in detail the Ethridge Case based on a violation of the equal protection clause of the Fourteenth Amendment.

Mogull, Robert G.
Discrimination in the labor market. Ann Arbor, Mich., University Microfilms, Inc., 1970. 158 pp.
Doctoral dissertation, West Virginia University, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 10, April 1970, pp. 4092-A-4093-A.

National Association for the Advancement of Colored People.
NAACP labor manual, by Herbert Hill. Rev. ed. New York, 1968, 145 pp.
Manual prepared as a guide to action to help NAACP Branches and State Conferences fight racial discrimination in employment and develop local programs to provide job opportunities for black citizens.

Employment Programs for Minority Groups--General (Cont'd)

National Association of Manufacturers.
Equal employment opportunity; compliance and affirmative action. Questions and answers from four industry-government meetings on the administrative and enforcement activities of the Equal Employment Opportunity Commission and the Office of Federal Contract Compliance, ed. by Thompson Powers. New York, 1969. 125 pp. Ie152 .N2le

"This publication explores in depth the administrative and enforcement activities of the Equal Employment Opportunity Commission and the federal contract compliance program. The roles of the Justice Department, federal contracting agencies, state fair employment practice commissions and local agencies in the equal employment areas are also discussed." Topics considered include seniority, testing, sex discrimination (in recruitment, during employment and in retirement), reverse discrimination, and employer reporting and record keeping. The basic format is a question and answer one based on a meeting of 2000 employer representatives.

Co-sponsored and published by Plans for Progress.

National Committee Against Discrimination in Housing.
The impact of housing patterns on job opportunities. An interim report of a study on where people live and where the jobs are. New York, 1968. 38 pp.

This research into factors affecting equal opportunity in employment "begins with a broad overview of population movements in metropolitan areas.... It goes on to examine unemployment and underemployment by race and geographic area; the movement of job opportunities to outlying communities; and the actual effect of manpower training programs undertaken by the Federal Government.... Points to the urgent need for continued and more expansive research into the relationship between education, training, employment, housing, transportation, and industrial development."

National Committee against Discrimination in Housing.
Jobs and housing; a study of employment and housing opportunities for racial minorities in the suburban areas of the New York Metropolitan Region. An interim report on the first year's findings of a two-year study. 250 pp.

Discusses a study aimed at discovering means for unlocking housing opportunities for minority groups and coordinating them with appropriate employment.

National Conference of Christians and Jews.
Equal opportunity is good labor practice; five labor leaders tell how their unions put principle into practice. New York, 1968. 29 pp.

National Conference on Manpower Programs for Indians, Kansas City, Missouri, February 15-16, 1967.
Proceedings... Kansas City, Missouri State Employment Security Agency, 1967. 407 pp.

Topics considered included Indian employment, training and vocational education, agricultural opportunities, social and cultural issues, and Indian participation in developing their own programs.

Sponsored by the U.S. Employment Service.

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Employment Programs for Minority Groups--General (Cont'd)

Northrup, Herbert R.
The Negro in aerospace work. California management review, vol. 11, no. 4, Summer 1969, pp. 11-25.
A detailed picture of the employment history of Negroes in the aerospace industry--special problems, regional differences, the role of unions, and governmental pressure. Explains some of the factors contributing to the low percentage, despite efforts to expand employment opportunities.

O'Neill, Dave M.
The effect of discrimination on earnings: evidence from military test score results. Journal of human resources, vol. 5, no. 4, Fall 1970, pp. 475-486.
Reports on investigation in which the test score performance of a large sample of youth on the Armed Forces Qualification Test, cross-classified by schooling and race, was used to estimate the relative importance of current and past discrimination in explaining 1960 racial differentials in earnings.

Pennsylvania University. Wharton School of Finance and Commerce.
Negro employment in basic industry; a study of racial policies in six industries, ed. by Herbert R. Northrup and others. 1970. 769 pp. (Studies of Negro employment, vol. 1)
Reasons for different racial policies and Negro employment representations are analyzed for the automobile, aerospace, steel, rubber tire, petroleum and chemical industries. Examines each industry's background and employment history, the prevailing hiring and promotion practices, key elements affecting Negro employment and advancement, and effects of court actions. A final section compares and analyzes the situation in the six industries.

Peskin, Dean B.
Building groundwork for affirmative action EEO program. Personnel journal, vol. 48, no. 2, February 1969, pp. 130-138, 143.
Presents guidelines for an effective program. Considers policy development, follow-through, community relations, recruitment and selection, and interviewing and testing.

The Philadelphia Plan: remedial racial classification in employment. Georgetown law journal, vol. 58, no. 6, June 1970, pp. 1187-1219.
"This Note, therefore, after discussing the Plan itself, evaluates the Plan's legality by examining first, the use of Executive orders to eliminate racial discrimination by government contractors; second, the authority of the President to issue such orders; third, the constitutional objections to the Plan under the fifth amendment; and last, the Plan's legitimacy in light of the Civil Rights Act of 1964."

Platt, Harry H.
Practical problems in handling of grievance and arbitration matters. Georgia law review, vol. 3, no. 2, Winter 1969, pp. 398-410.
Cites some examples of arbitral positions where contractual agreements and the law have come into conflict--particularly Title VII of the Civil Rights Act. Concludes that, "where there are substantial doubts about the contract's legal viability--deferral to the courts and EEOC would appear to be the wisest course. Where the parties' intent can move in concert with statutory objectives, affirmative relief can issue. But arbitral meddling in the law as well as 'contingent awards' which are based upon illegalities seem to be unavailing," and seriously impair the utility of arbitration in discrimination disputes.

Employment Programs for Minority Groups--General (Cont'd)

Princeton University. Industrial Relations Section.
Minority employment patterns, 1966, by Orley Ashenfelter. Princeton, N. J., 1968. 1 v. (Analysis of employer information report - EEO-1)
Includes data on general occupational distribution of minority employment (Orientals, American Indians, Spanish Americans, Negroes with analyses by sex); distribution by industry; distribution in four large metropolitan areas; and employment patterns compared with 1960 census data. A major conclusion is that data collected through the EEO-1 reporting system are generally accurate and useful but that substantially more analysis is feasible and would be profitable.
Prepared for U. S. Equal Employment Opportunity Commission and Office of Manpower Policy, Evaluation and Research under contract with W.E. Upjohn Institute for Employment Research.

Rambo, Lewis M.
So you've hired a black American. Personnel administration, vol. 33, no. 3, May-June 1970, pp. 4-7, 21-23.
Comments on the fact that many companies search for "super blacks" to fill jobs that are not "super-important." Discusses company practices and problems that arise in black hiring. Maintains that company officials should commit themselves to scientific objectives and evaluate how well these objectives are met. "Each company must reassess its equal opportunity program so that it will reflect what top management wants its corporate personality to be."

Rapping, Leonard A.
Union-induced racial entry barriers. Journal of human resources, vol. 5, no. 4, Fall 1970, pp. 447-474.
"The study presents estimates of the effect of collective bargaining on the proportion of nonwhites in major industries for major occupational groups in the year 1960. Some time-series data covering 1910-60 are also examined in which the rate of change in the proportion of nonwhites is related to the existence or growth of union activities. Evidence was found that on average collective bargaining heightens racial entry barriers."

Reaching out for apprentices. Manpower, vol. 1, no. 5, June 1969, pp. 8-13.
Considers efforts to break down segregation in apprentice trades. Describes efforts of the U. S. Department of Labor and accomplishments of Apprenticeship Outreach Program, a partnership of organized labor, human rights groups and the Federal government, to recruit and prepare Negroes, Spanish-speaking Americans and Indians for apprenticeship entry into construction occupations.

Reuschling, Thomas L.
An investigation into the economic feasibility of using Negro servicemen and salesmen in all-White neighborhoods. Ann Arbor, Mich., University Microfilms, Inc., 1970. 192 pp.
Doctoral dissertation, University of Colorado, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 6, December 1970, p. 2557-A.

Employment Programs for Minority Groups--General (Cont'd)

Reynolds, William H.
The minority group employee. In University of California, Institute of Industrial Relations. Manpower Planning and Forecasting. Proceedings of the tenth annual research conference, Beverly Hills, California, April 10-11, 1967. Los Angeles, 1968, pp. 24-32.
Speaks to businessmen of the responsibility they have to overcome thinking in stereotypes regarding Negro employees. Based on a study of the experience of Negroes hired from Watts.

Santos, Everett J.
New weapons against job discrimination. Civil rights digest, vol. 2, no. 3, Summer 1969, pp. 35-38.
Employees may now address discrimination grievances to the National Labor Relations Board and avoid the Equal Employment Opportunity Commission process. The precedent setting case involving the Farmers' Cooperative Compress of West Texas is discussed, as well as EEOC's lack of adequate power to enforce compliance with Title VII of the Civil Rights Act.

Schmidt, Fred H.
Job caste in the Southwest. Industrial relations, vol. 9, no. 1, October 1969, pp. 100-110.
Provides evidence of caste barriers to employment of Mexican-Americans in the Southwest and declares the matter should be of national concern.

Schmidt, Fred H.
Spanish surnamed American employment in the Southwest. A study prepared for the Colorado Civil Rights Commission under the auspices of the Equal Employment Opportunity Commission. Washington, U. S. Govt. Print. Off., 1970. 247 pp.
Detailed study and selected statistical figures on Spanish surnamed population and employment, 1940-1960, in 20 border counties. Provides growth figures for selected industries and diagrams employment patterns for industries in the counties covered.

Scott, Loren C.
The economic effectiveness of on-the-job training: the experience of the Bureau of Indian Affairs in Oklahoma. Industrial and labor relations review, vol. 23, no. 2, January 1970, pp.220-236.
Reports on a program for Indian participants carried on from 1960 to 1966.

Shepherd, William G.
Market power and racial discrimination in white-collar employment. Antitrust bulletin, vol. 14, Spring 1969, pp. 141-161.
Presents exploratory findings on white-collar employment of Negroes under varying conditions of market structure and notes policy implications. Reports a preliminary analysis based on nine major metropolitan areas. Finds that most large firms discriminate more than smaller ones, especially in their higher echelons; and, in general, competitive firms and nonprofit agencies tend to be relatively nondiscriminatory, as compared to firms with market power.

Silberman, Charles E.
Negro economic gains--impressive but precarious. Fortune, vol. 82, no. 1, July 1970, pp. 74-77, 123-124, 126-127.
A history of advances and setbacks in Negro employment and earnings in the United States, with comparative figures on whites and blacks. Silberman notes that businessmen made considerable progress in overcoming prejudice and discrimination in the 60's and suggests that "there is reason to hope that they will find the courage and strength to do what needs to be done in the Seventies."

Employment Program for Minority Groups--General (Cont'd)

Southwest Employer Conference on Mexican American and Indian Employment Problems, Albuquerque, New Mexico, July 10-12, 1968.
Employment problems of Mexican Americans and Indians; recommendations and observations. Washington, Inter-Agency Committee on Mexican American Affairs, 1969. 135 pp.

Report contains the recommendations of this conference of employees, government officials and representatives of the Indians and Mexican-Americans on means of dealing with job discrimination and methods of fully utilizing the talents of these minority groups. Contents include excerpts from various addresses given during the conference and the policy statement recommended by the Mexican-American and Indian resource personnel.

Sponsored by Plans for Progress, Inter-Agency Committee on Mexican American Affairs, and National Citizens Committee for Community Relations of Community Relations Service.

Strauss, Robert P.
Discrimination against Negroes in the labor market: the impact of market structure on Negro employment. Ann Arbor, Mich., University Microfilms, Inc., 1970.
150 pp.

Doctoral dissertation, University of Wisconsin, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 6, December 1970, pp. 2572-A-2573-A.

A Symposium: Equal employment opportunity: comparative community experience. Industrial relations, vol. 9, no. 3, May 1970, pp. 277-355.
Contents: Chicago 1960-1970: one small step forward, by Frank H. Cassell; Equal employment in New York City, by Dale L. Hiestand; Negro employment in Memphis, by F. Ray Marshall and Arvil Van Adams; Equal employment opportunity in Boston, by Peter B. Doeringer and Michael J. Piore; and Los Angeles: Show, little substance, by Fred H. Schmidt.

Thomas, William C.
When the charge is discrimination. Supervisory management, vol. 15, no. 2, February 1970, pp. 7-10.

What can the supervisor do to reduce discrimination grievances? This writer emphasizes the need for the supervisor to develop sensitivity to the problems brought on by a changing workforce and to become skillful in channeling subordinates' leadership abilities in constructive directions.

Trooboff, Benjamin M.
Employment opportunities for Negroes in the health related occupations. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1967. 33 pp.

"This report points out the need for qualified workers in certain, selected health related occupations. Further, it shows that opportunity and incentive are available to Negroes under present employment patterns."

U. S. Bureau of Labor Statistics.
Labor force experience of the Puerto Rican worker. Washington, U.S. Govt. Print. Off., 1968. 31 pp. (Regional reports, no. 9)

Since two-thirds of all Puerto Ricans in the United States live in New York City most of the data is based on experiences in that city. Charts show employment trends, occupations of city employees by ethnic backgrounds, educational attainment, unemployment rates, etc.

U. S. Bureau of the Census.
Changing characteristics of the Negro population, by Daniel O. Price. Washington, U. S. Govt. Print. Off., 1969. 259 pp.
Based on the 1960 population census, includes sections which interpret the statistics on occupational change from 1920 to 1960, changes in broad occupational groups, and changes in detailed occupational distribution.
Prepared in cooperation with the Social Science Research Council.

U.S. Cabinet Committee on Opportunities for Spanish Speaking People.
Annual report, 1970. Washington, 1971. 22 pp.
Contains sections on activities of the Committee staff, manpower and equal employment opportunity, economic development, housing and community development, education, social and rehabilitative services.
For earlier ed. see: Annual report of U.S. Interagency Committee on Mexican American Affairs.

U. S. Commission on Civil Rights.
Contract compliance and equal employment opportunity in the construction industry. Transcript of open meeting before the Massachusetts State Advisory Committee to the ..., Boston, Mass., June 25-26, 1969. Washington, U. S. Govt. Print. Off., 1969. 454 pp.
Meeting was held to determine the extent of minority employment in the construction industry in Massachusetts, particularly in Federally assisted construction. It also aimed to show how more workers might be brought into the construction industry and what efforts are being made by government and private groups. Includes an explanation of the Philadelphia Plan.

U. S. Commission on Civil Rights.
Equal employment opportunity under Federal law: a guide to Federal law prohibiting discrimination on account of race, religion, or national origin in private and public employment. Washington, U. S. Govt. Print. Off., 1969. 27 pp. (Clearinghouse publication no. 17)

U. S. Commission on Civil Rights.
The Mexican American, by Helen Rowan. Washington, 1968. 69 pp.
Indicates type and range of problems facing the Mexican American community. Section on education, employment (including public employment), and contacts with public agencies.

U.S. Commission on Civil Rights.
Racism in America and how to combat it. Washington, U.S. Govt. Print. Off., 1970. 43pp. (Clearinghouse publication, urban series no. 1)

U. S. Commission on Civil Rights.
Stranger in one's land. Washington, U. S. Govt. Print, Off., 1970. 49 pp. (Clearinghouse publication no. 19)
Airs findings of hearings held in San Antonio, Texas, December 9-14, 1968, to explore major areas of concern to Mexican Americans: employment, education, housing, political representation, and administration of justice.

Employment Programs for Minority Groups--General (Cont'd)

U. S. Congress. Joint Economic Committee.
Toward economic development for native American communities: a compendium of papers submitted to the Subcommittee on Economy in Government. Washington, U. S. Govt. Print. Off., 1969. 2 v. (Joint comm. print, 91st Cong.)

Trends in employment and earnings of American Indians, by Alan L. Sorkin; Role of manpower programs in assisting the American Indians, U.S. Department of Labor; An economic evaluation of on-the-job training conducted under the auspices of the Bureau of Indian Affairs: concepts and preliminary findings, by Loren C. Scott and David W. Stevens.

U.S. Department of Labor.
Philadelphia plan; questions and answers. Prepared by Wage and Labor Standards Administration, Office of Federal Contract Compliance. Washington, U.S. Govt. Print. Off., 1969. Folder.

Examines the authority, legality, and administration of the equal opportunity compliance program that requires bidders on Federal construction projects to submit affirmative action plans with specific goals for utilizing minority employees.

U.S. Equal Employment Opportunity Commission.
Annual report... covering the Fiscal Year ended June 30, 1970. Washington, U. S. Govt. Print. Off., 1971. 90 pp.

Among the highlights of the year's achievements were the adoption of a"pre-decision settlement" procedure and improvements in programs designed to stimulate broad scale affirmative action.

U. S. Equal Employment Opportunity Commission.
Hearings before ... on utilization of minority and women workers in certain major industries, Los Angeles, Calif., March 12-14, 1969. Washington, U. S. Govt. Print. Off., 1969. 712 pp.

U.S. Equal Employment Opportunity Commission.
Help wanted ... or is it? A look at white collar job inequalities for minorities and women. Washington, U.S. Govt. Print. Off., 1968. 15 pp.

Summary of events and results of a four-day hearing in New York City in which industry giants testified.

U.S. Equal Employment Opportunity Commission.
Job patterns for minorities and women in private industry, 1967. Washington, U.S. Govt. Print. Off., 1970. 2 v. (Equal employment opportunity report no. 2).

Reports data on occupational distribution of minorities in the workforces of 45,000 private, non-agricultural employers in the U.S. Gives nationwide totals, state totals by occupation and sex, industry totals by occupation and sex for selected states, and Standard Metropolitan Statistical Area totals by occupation and sex for selected industries. Negroes, Orientals, American Indians and Spanish surnamed Americans are covered.

Earlier ed. 1966, published in 1968. 3 v.

Employment Programs for Minority Groups--General (Cont'd)

U.S. Equal Employment Opportunity Commission.
They have the power--we have the people. The status of equal employment opportunity in Houston, Texas, 1970. Prepared by Vernon M. Briggs, Jr. Washington, U.S. Govt. Print. Off., 1970. 103 pp.

Selected testimony from hearings to determine the status of equal opportunity in employment for Blacks, Mexican Americans and women. Tables of statistics on minority employment, minority population, and minority membership in unions, are presented in this report.

U.S. Equal Employment Opportunity Commission.
White collar employment in 100 major New York City corporations. Washington, 1968. 24 pp.

Report on the study of minority (Negro and Puerto Rican) and female employment patterns in 100 major companies in New York City -- other than those in finance and communications-- presented on January 16, 1968, at the Commission's New York City Hearings on Discrimination in White Collar Employment, together with a summary of the findings and recommendations.

U.S. Equal Employment Opportunity Commission.
White collar employment in the New York City financial community. Washington, 1968. 8 pp.

Report on minority (Negro and Puerto Rican) and female employment patterns in the New York City financial community presented at the Equal Employment Opportunity Commission's New York City Hearings on Discrimination in White Collar Employment, January 15-18, 1968, together with a summary of conclusions and findings.

U.S. Manpower Administration.
Education, employment, and Negro equality, by Otto Eckstein. Washington, U.S. Govt. Print. Off., 1968. 23 pp. (Seminar on Manpower Policy and Program)

Looks at the long run Negro employment problem, the present state of affairs and recent progress. Projects the amount of progress in two decades at the current rate of development. Examines Negro labor market educational requirements and their adequacy for the future and discusses policy goals for economic equality.

U.S. Manpower Administration.
Equality of opportunity in manpower programs. Report of activity under Title VI of the Civil Rights Act of 1964. Washington, U. S. Govt. Print. Off., 1968. 49 pp.

Surveys the broad range of manpower programs at state, local and project levels and provides statistics on the conduct of discrimination complaints and compliance reviews.

U. S. Manpower Administration.
Finding jobs for Negroes; a kit of ideas for management. Washington, U. S. Govt. Print. Off., 1968. 13 pp. (Manpower/automation research monograph no. 9)

An aid in overcoming major obstacles to equal employment opportunity encountered by the employer. Condensation of findings of the study by Louis A. Ferman, The Negro and Equal Employment Opportunities: a Review of Management Experiences in Twenty Companies. (University of Michigan-Wayne State University, Institute of Labor and Industrial Relations, 1966).

Employment Programs for Minority Groups--General (Cont'd)

U. S. President, 1969- (Richard M. Nixon)
Manpower report of the President; including a report on manpower requirements, resources, utilization, and training, by the United States Department of Labor. Transmitted to the Congress, April 1971. Washington, U. S. Govt. Print. Off., 1971. 328 pp.
Partial contents: The Negro employment situation; meeting the needs of special groups; toward equal employment opportunity; the labor market of the disadvantaged; disadvantaged groups in rural America; government employment and the disadvantaged.

VeuCasovic, James B.
Title VII--Religious discrimination in employment--Is "effect on individual religious belief" discrimination based on religion under the Civil Rights Act of 1964? Wayne law review, vol. 16, no. 1, Winter 1969, pp. 327-339.
Discusses the case of Dewey v. Reynolds Metals Co., 300 F. Supp. 709 (W.D. Mich. 1969), the first case reported requiring judicial construction of section 703 (a) (I) of Title VII of the Civil Rights Act. Examines the legislative history of the Act to determine whether Congress intended to protect individual religious belief within the context of religion and whether an effect on this belief was included within the meaning of discrimination.

Vincent, Robert D.
Summer employment and poor youth: an evaluative description.
Ann Arbor, Mich., University Microfilms, Inc., 1970. 185 pp.
Doctoral dissertation, University of Oklahoma, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 6, December 1970, p. p. 2044-A-2045-A.

Weaver, Charles N.
A comparative study of selected significant factors in the job performance of the Spanish-surname employee in selected organizations. Ann Arbor, Mich., University Microfilms, Inc., 1968. 106 pp.
Studies conducted with personnel records of employees of the San Antonio Post Office, Housing Authority, Police Department and of a retail store. The job performance of Mexican-Americans was contrasted with that of Anglo-Americans.
Doctoral dissertation, University of Texas, 1967. Abstracted in Dissertation Abstracts, vol. 28, no. 10, Apr. 1968, pp. 3827-A-3828-A.

Weaver, Charles N. and Norval D. Glenn.
Job performance comparisons: Mexican-American and Anglo employees. California management review, vol. 13, no. 1, Fall 1970, pp. 27-30.
Results of a study which compared the job performances of Mexican-Americans and non Mexican-Americans employed in several departments of the San Antonio city government and in a large department store showed few differences between the groups. The alleged cultural handicap of Mexican-Americans appears not to be a valid reason to discriminate in employment or promotion.

Employment Programs for Minority Groups--General (Cont'd)

Weiss, Randall D.
The effect of education on the earnings of blacks and whites. Cambridge, Mass., Harvard University, 1969. 38 pp. (Program on regional and urban economics, discussion paper no. 44)
This research tested four hypotheses: a significant relationship exists between an individual's scholastic achievement and his earnings; achievement explains more of the variance in earnings than does number of years in school; the effect of education on earnings is less for blacks than for whites; and the blacks' lower average achievement is not the cause of the difference in the mean earnings of blacks and whites.
A summary of senior honors thesis, Harvard University, 1968.

West Virginia. University. Bureau for Government Research.
Human relations; a reader for West Virginians, ed. by Thomas M. Drake and David G. Temple. Morgantown, 1968. 249 pp. (Series 69, no. 5-3)
Partial contents: Jobs for Negroes; Unions' impact on employment; Wasting manpower; Race and employment in a Southern State.
Issued in cooperation with the Institute for Labor Studies and Manpower Development.

Wisconsin. Equal Rights Division.
Fair employment and the employee. Madison, Department of Industry, Labor, and Human Relations, Equal Rights Division, n.d. Folder
Bound with: Fair Employment and the Employer.
Two informational pamphlets covering the complaint system, the fair employment law in practice, the complaint checklist, etc.

Wisconsin. University. Center for Studies in Vocational and Technical Education.
The education and training of racial minorities. Proceedings of a conference, May 11-12, 1967. Madison, 1968. 211 pp.
Includes the following papers: Equal apprenticeship opportunities in New York City, by Vernon Briggs, Jr. and Ray Marshall; Public education's role for manpower development, by Marvin J. Feldman; Strategies for self-development, by Eli Ginzberg; The Opportunities Industrialization Center: a successful demonstration of minority self-help, training and education, by Herbert E. Striner; Providing mobility for America's immobile population, by James Farmer; Education and training of Mexican-Americans, by Lamar B. Jones; The South's unused manpower training potential, by Vivian W. Henderson.

Working in the white man's world. Time, April 6, 1970, pp. 92-95.
Status report on opportunities for blacks in today's business world. Charts compares union membership of whites and blacks and economic situation, i.e. income, unemployment, numbers in professional and managerial jobs, etc. Part of entire issue devoted to "Black America 1970."

Young, Whitney M., Jr.
A black leader assesses businessmen's efforts. Management review, vol. 58, no. 12, December 1969, pp. 37-41.
Recognizes that business is taking a leadership role in helping blacks but maintains that more positive steps are needed in such areas as developing black capitalism, stimulating the environment for the upward mobility of blacks, and educating all personnel to company racial policies.
Condensed from Forbes, September 15, 1969.

Banks, William M.
The effects of race, social class and empathy on the initial counseling interview. Ann Arbor, Mich., University Microfilms, Inc., 1969. 85 pp.
Doctoral dissertation, University of Kentucky, 1968. Abstracted in Dissertation Abstracts International, vol. 30, no. 4, October 1969, pp. 1393-A-1394-A.

Bartlett, C. J. and Brian S. O'Leary.
A differential prediction model to moderate the effects of heterogeneous groups in personnel selection and classification. Personnel psychology, vol. 22, no. 1, Spring 1969, pp. 1-17.
"Thus the proposed solution to the problem of discrimination against minority groups through testing is one of developing methods which will yield the most accurate prediction of job performance in order to place them in jobs for which success is most likely."

Blumrosen, Alfred W.
The duty of fair recruitment under the Civil Rights Act of 1964. Rutgers law review, vol. 22, no. 3, Spring 1968, pp. 465-536.
The author opts for emphasis on recruitment and hiring rather than promotion and transfer in the effort to decrease minority group unemployment. He analyzes legal and procedural requirements in detail, including legal aspects of testing and concludes: "The problems of employment discrimination require all the wisdom, technical skill, and practical sense that the law can bring to bear. The recruitment and hiring problem, if solved through the imposition of the duty of fair recruitment, will alter, for the better, the dimensions of the total problem before us."

Blumrosen, Alfred W.
A survey of remedies for discrimination in the union and on the job. In Industrial Relations Research Association. Proceedings of the twenty-first annual winter meeting, December 29-30, 1968, Chicago, Ill., edi by Gerald G. Somers. Madison, University of Wisconsin, 1969, pp. 283-291.

California. Fair Employment Practice Commission.
A test for employers who test. San Francisco, 1968. 8 pp.
A self-audit questionnaire designed to assist employers interested in assessing whether their testing and selection programs measure up to the standards recommended by the California Fair Employment Practice Commission.

Champagne, Joseph E.
Job recruitment of the unskilled. Personnel journal, vol. 48, no. 4, April 1969, pp. 259-268.
A survey of the rural unemployed and underemployed in Clarendon County, South Carolina, was conducted to determine the relative importance of twelve factors in a work situation. Of interest is the fact that the questionnaire was in the form of a cartoon type booklet (sample included). Results showed that the rural unskilled showed greatest interest in job security, then in fair pay, fair boss, job extras, etc. Working with friends and neighbors was least important. Includes implications for recruiting all types of rural unskilled.

Employment Practices--Recruitment, Selection, Testing (Cont'd)

Clements, Hubert M., Jack A. Duncan, Wallace M. Taylor.
Toward effective evaluation of the culturally deprived. Personnel and guidance journal, vol. 47, no. 9, May 1969, pp. 891-896.
Discusses the factors which may affect the evaluation of a disadvantaged person in a counseling or employment situation. Among these are the attitudes of the counselor or counselee, their respective value systems, and weaknesses in methods of testing."..."the effectiveness of the evaluative process is dependent upon the counselor's knowledge and sense of responsibility as well as the validity and reliability of tests."

Comics make the job scene. Manpower, vol. 2, no. 2, February 1970, pp. 26-28.
The appeal of comics is being used to relay information about jobs and training to people in ghetto areas. Making the Job Scene, a series of 11 short, full-color comic books developed with the help of the U. S. Department of Labor, was built on research by the Behavioral Science Center of Boston's Sterling Institute.

Cooper, George and Richard B. Sobol.
Seniority and testing under fair employment laws: a general approach to objective criteria of hiring and promotion. Harvard law review, vol. 82, no. 8, June 1969, pp. 1598-1679.
Authors contend that employer use of test scores and seniority rules to govern hiring, promotions, layoffs and transfers may not only disadvantage members of minority groups, but may also be in violation of fair employment laws, particularly the Civil Rights Act of 1964. They propose a general effect-oriented approach to objective criteria.

Corwin, R. David.
Occupational mobility and minority workers: a case study. Urban affairs quarterly, vol. 6, no. 1, September 1970, pp. 41-51.
"The present paper is an examination of the promotion problems confronting minority workers within one New York City white collar industry--banking."

Cotnam, John D.
Variance in self-report measures of disadvantaged young adults as a function of race and stated purpose of testing. Ann Arbor, Mich., University Microfilms, Inc., 1970. 158 pp.
Doctoral dissertation, University of Rochester, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 9, March 1970, p. 3719-A.

De Mik, Gary H.
Job performance prediction of the disadvantaged worker. Ann Arbor, Mich., University Microfilms, Inc., 1970. 147 pp.
Doctoral dissertation, University of Utah, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 5, November 1970, p. 3043-B.

Dicks, Robert H.
Public employment and the disadvantaged: a close, hard look at testing. Good government, vol. 86, no. 4, Winter 1969, pp. 1-8.
Pointing out the discrepancy between civil service tests and jobs, the coordinator, Civil Service Tutoring Program, 1968-October 1969, Maxwell School of Citizenship and Public Affairs, Syracuse University, finds the testing function not a valid determinant of objective standards. Topics discussed are the merit system concept; test skills or job skills; "protecting" test material; intelligence, race and cultural bias. The final section deals with improving test-taking skill levels of minority applicants and restructuring selection practices other than tests.

Droege, Robert C. and John Hawk.
Development of a measure of cultural exposure. Personnel psychology, vol. 22, no. 4, Winter 1969, pp. 495-503.
"The purpose of this article is to describe the research leading to development of a set of factual biographical items for obtaining an objective indicator of cultural exposure." Such a measure should be useful in interpreting test scores and in counseling disadvantaged individuals.

Dubin, Jerry A., Hobart Osburn, and Darvin M. Winick.
Speed and practice: effects on Negro and white test performances. Journal of applied psychology, vol. 53, no. 1, pt. 1, February 1969, pp. 19-23.
Hypotheses were "that (a) extra pretest practice, (b) extra testing time, and (c) extra practice and extra testing time would improve the mental ability test performances of Negroes more than whites." It was found that all groups profited equally from these techniques and the hypotheses were rejected.

Dyer, Patricia J.
Effects of test conditions on negro-white differences in test scores. Ann Arbor, Mich., University Microfilms, Inc., 1971. 204 pp.
Doctoral dissertation, Columbia University, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 9, March 1971, p. 5686-B.

Ferman, Louis A.
The hard-core unemployed: myth and reality. Poverty and human resources abstracts, vol. 4, no. 6, November-December 1969, pp. 5-12.
Contrasts short-term with hard-core unemployment and points out the role of national values and group stereotypes in perpetuating the latter. Credentialism is identified as a frequent cause of discrimination against minority group members when, in many instances, traditional credentials are not essential to fill the job.

Freeberg, Norman E.
Assessment of disadvantaged adolescents: a different approach to research and evaluation measures. Journal of educational psychology, vol. 61, no. 3, June 1970, pp. 229-240.
Study tries to overcome defects often found in conventional tests when used for individuals from culturally deprived backgrounds, "by the construction and application of a test battery tailored specifically in content, format, and administration to disadvantaged adolescent groups." Subject of the study were 256 male and female high school dropouts participating in a federally supported youth-work training program.

Gugel, John F.
Use of examinations with minority groups. Washington, 1968. 8 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, August 1968.

Hatcher, Aaron P., III.
Testing and the disadvantaged: an analysis of employment selection criteria. Washington, 1968. 12 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, November 1968.

An interviewer discusses the first hurdle. Manpower, vol. 2, no. 3, March 1970, pp. 26-29.
A placement counselor for Eastman Kodak, Rochester, N. Y., finds the task of interviewing hard-core unemployed challenging and reveals methods he has used to put the job candidate at ease and relate to his problems.

Job testing and the disadvantaged: APA task force on employment testing of minority groups. American psychologist, vol. 24, no. 7, July 1969, pp. 637-650.
Article is a statement by the APA Task Force and reflects the organization's concern with fair employment appraisal, particularly for the disadvantaged. While the primary emphasis is on the use of tests--test-induced anxiety, interpretation of scores, content relevance--other aspects of employment and promotion are also considered. Specific recommendations for more equitable personnel administration relate to selection, testing, training, job design and performance evaluation.

Kirkpatrick, James J. and others.
Testing and fair employment; fairness and validity of personnel tests for different ethnic groups. New York, New York University Press, 1968. 145 pp.
Reports research findings from five studies involving the use of the same selection tools to predict the job success of members of various ethnic and racial groups. Examines validity of tests for predicting job performance and suggests methods of improving the accuracy of results.

Kovarsky, Irving.
Some social and legal aspects of testing under the Civil Rights Act. Labor law journal, vol. 20, no. 6, June 1969, pp. 346-356.
"The author maintains that many ability and personality tests currently used by employers have had discriminatory effect because of the nature of the tests. He recommends three alternatives for the courts to use in determining whether such employers have been discriminatory."

Ledvinka, James D.
Race of employment interviewer and the language elaboration of Black job-seekers. Ann Arbor, Mich., University Microfilms, Inc., 1970. 145 pp.
Doctoral dissertation, University of Michigan, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 9, March 1970, p. 4016-A

McDonald, Charles H. and James F. Hood.
Supervising the "unemployable." Supervisory management, vol. 14, no. 2, February 1969, pp. 2-9.
Notes problems involved in employing the disadvantaged and efforts of such business groups as the National Alliance of Businessmen to find solutions. Problem areas encountered are motivation, adjustment to the work situation, training, discipline and counseling.

Mahoney, F. X.
New approaches for new employees; effective assimilation of disadvantaged at Humble Oil. Training and development journal, vol. 23, no. 2, February 1969, pp. 22-28.
Reprint and discussion of a Checklist for Orientation and Evaluation of New Employees, used by the Humble Oil and Refining Company. Although originally designed to deal with the disadvantaged, the Checklist shows signs of being useful for all new employees.

Maslow, Albert P.
Issues and strategies in employment of the disadvantaged. In Educational Testing Service. Invitational Conference on Testing Problems, November 2, 1968, New York City. Princeton, N.J., 1968, pp. 123-141.
Discusses the general problem of strategies for expanding job and career opportunities for the disadvantaged and two approaches, job design and new careers. Also comments on the validity of testing in the area and the need for more research. Extensive references.

Mathis, Harold I.
The disadvantaged and the aptitude barrier. Personnel and guidance journal, vol. 47, no. 5, January 1969, pp. 467-472.
Paper argues that aptitude tests are not useful in testing disadvantaged applicants and suggests a series of pre-employment tests more closely related to achievement test principles.

Michigan. University-Wayne State University. Institute of Labor and Industrial Relations.
Testing, counseling and supportive services for disadvantaged youth; experiences of MDTA experimental and demonstration projects for disadvantaged youth, by Jesse E. Gordon. Ann Arbor, 1969.
211 pp.
Partial contents: Training in taking tests for employment; Career development; Counseling personnel; Supervision and staff leadership; Loans and financial support; Legal services; Health care; Operating agency practices.

Miller, S. M.
Breaking the credentials barrier. Training in business and industry, vol. 6, no. 3, March 1969, pp. 42-44, 54.
Points out reasons for the growth of credentialism. Advocates a general down-grading of the importance of education as the major credential for employment and promotes the significance of experience and performance. Believes that courses should be more relevant to activities and there should be a second-chance university which would permit "drop-out" adults further opportunities for re-entry into the educational atmosphere.

Employment Practices--Recruitment, Selection, Testing (Cont'd)

Miller, S. M. and Marsha Kroll.
Strategies for reducing credentialism. Good government, vol. 87, no. 2, Summer 1970, pp. 10-13.
Credentialism suggests that educational certification is the ultimate measure of an individual's ability to do a job. "Reducing credentialism implies continuous development and reshaping of the abilities of individuals, a move from emphasis on school certification to occupational development and, most importantly, investments in the worth and potential of all."

Morrison, Donald R.
Written tests and the charge of cultural bias; implications for civil service agencies. Washington, Local Government Personnel Association, 1967. 15 pp. (LGPA publication, no. 3)
Evaluates charges of cultural bias of written tests and advises on the implications for public examiners.

New York (State). School of Industrial and Labor Relations, Cornell University.
Employment testing and minority groups, as reported in the literature, by Doris B. Rosen, Ithaca, 1970. 30 pp. (Key issues series, no. 6)
A review of background of employment testing; a look at relevant issues and at research on testing and cultural fairness in the industrial setting. Contains references on guidelines for testing and reference notes.

Palormo, Jean M.
Test validation--a new must. Personnel administrator, vol. 14, no. 6, November-December 1969, pp. 5-6, 8-10, 12.
Provides a look at the process of validation of personnel selection and placement techniques in the light of Executive Order 11246 as it now stands without the clarification to come. Discusses steps companies can take to contribute to the progress of equal employment opportunities and efficient work forces through adopting positive attitudes, various recruitment methods, job analyses, and research design for validation studies input data.

Pelosi, John W.
A study of the effects of examiner race, sex, and style on test responses of Negro examinees. Alexandria, Va., Defense Documentation Center, 1968. 192 pp.
"Eight tests, representing different stimulus materials were administered to 96 male Negro subjects, who were enrollees in an anti-poverty work experience project, by 12 examiners. ... Examiners traits studied did not significantly influence test performance ... on seven of the tests used in the experiment."
Doctoral dissertation, Syracuse University, Syracuse, N. Y., 1968.

Pickens, William, III.
The interview--the black's viewpoint. Business horizons, vol. 13, no.5, October 1970, pp. 13-22.
Article is designed to provide guidance to management in preparing, administering and evaluating interviews with black professional and managerial prospects. Sample do's and don'ts are offered to the interviewer who hopes to conduct a fair, sensitive and useful meeting.

Richards, Steven A.
The effects of the supervisor's race upon his performance ratings and the group interaction in a simulated organization. Ann Arbor, Mich., University Microfilms, Inc., 1970. 143 pp.
Doctoral dissertation, University of Tennessee, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 5, November 1970, p. 3049-A.

Ruch, Floyd L. and Philip Ash.
Comments on psychological testing. Columbia law review, vol. 69, no. 4, April 1969, pp. 608-618.
Critical review by Dr. Ruch of "Legal implications of the use of standardized ability tests in employment and education," a Note published in Columbia Law Review, April 1968. This is followed by comment on both the Note and review by Dr. Ash. Controversy relates to the racial-cultural bias of tests.

Scheuer, William.
Performance testing in New Jersey. Good government, vol. 87, no. 1, Spring 1970, pp. 5-15.
Discusses pros and cons of performance or practical tests for trades and related positions. Points out that these arguments are doubly valid where the disadvantaged are concerned. Describes how the tests are set up in New Jersey.

Seiler, Joseph.
Preparing the disadvantaged for tests. Manpower, vol. 2, no. 7, July 1970, pp 24-26.
The Labor Department's experimental and demonstration (E&D) manpower projects have attempted to identify the causes of and provide solutions for poor performance on employment tests among the disadvantaged. Findings indicate experiences which impart trust in those testing and familiarity with test directions and content produce substantial improvement.

Spain, Jayne B.
Federal recruitment at maturity. Address...at a joint session of the annual conference of the Southeastern Federal Recruiting Council and the Southern College Placement Association, Ft. Lauderdale, Fla., July 28, 1971. Washington, U.S. Civil Service Commission, Office of Public Affairs, 1971. 8pp.
Focuses on equal employment opportunity, youth and the Federal government, and the planning and execution of recruitment programs.

Svetlik, Byron.
Testing....fair and unfair. Personnel administrator, vol. 14, no. 2, March-April 1969, pp. 37-38.
Relates validity of a test to discrimination, pointing out the four combinations: a valid test score with no discrimination, a valid test score with unfair discrimination, invalid tests and unfair discrimination, and the experimental design.

Taylor, Vernon R.
You just can't get through to whitey; interviewing minority group members. Public personnel review, vol. 30, no. 4, October 1969, pp. 199-204.
Tips on interviewing the educationally disadvantaged and members of minority ethnic cultures.

Tests that sharpen work skill. Business week, no. 2053, January 4, 1969, pp. 88-90.
Work samples method developed in the 1930's to analyze the skills of European Jewish refugees who could not speak or write English well are now being used with the hardest core unemployed. Here is an account of the program as practiced at the Philadelphia Jewish Employment and Vocational Service.

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Travaglio, Ray F.
Response differences among employment applicants. Personnel journal, vol. 49, no. 7, July 1970, pp. 593-597.
Clerical and nonprofessional applicants at Standard Oil (Indiana) were the participants in this study designed to "arrive at test validities between an experimental clerical test and on-the-job performance for extremely low level, routine clerical jobs." One concern of the study was that black applicants may be denied employment because of an inability to communicate a positive self-concept. Findings indicated a significant correlation between "test scores, questionnaire items indicating self-concepts, and interviewer ratings."

U.S. Manpower Administration.
Credentials and common sense; jobs for people without diplomas, by Rose Wiener, Office of Manpower Research. Washington, U.S. Govt. Print. Off., 1968. 7 pp. (Manpower report no. 13)
Points out that people without high school diplomas are often valuable workers and are handling millions of jobs satisfactorily. Suggests that emphasis on school credentials may even be counter productive. Urges employers to be open-minded in their educational requirements for employment and suggests practical steps to follow to open employment opportunity to those with minimum schooling.

Wiener, Rose.
Does everybody need a high school diploma? Manpower, vol. 1, no. 2, February-March 1969, pp. 7-9.
Argues that possession of a high school diploma ought not to be a requirement for many jobs, and is often unrelated to job success. Cites the employment experience of diploma-less workers and lists six positive steps to improve the hiring process.

Wollowick, Herbert B., John M. Greenwood and W. J. McNamara.
Psychological testing with a minority group population. In American Psychological Association. Proceedings of the 77th annual convention. Washington, 1969, pp. 609-610.

Young, Richard A.
Interviewing minority job applicants; don't go by the book. Supervisory management, vol. 14, no. 12, December 1969, pp. 2-6.
Nine suggestions for interviewing minority job applicants focus on abandoning certain conventional approaches and adopting a few unorthodox ones.
Based on excerpts from the author's book, Recruiting and Hiring Minority Employees (American Management Association, 1969).

Young, Richard A.
Recruiting and hiring minority employees. New York, American Management Association, Inc., 1969. 134 pp.
Chapters describe realistically the problems, attitudes and anxieties of minority applicants as they face the various steps in the recruiting and hiring process. Techniques are suggested for welcoming the applicant, using the application blank, conducting the interview, testing, making reference checks, conducting the medical exam, and handling induction and orientation processes.

Albee, George W.
A conference on recruitment of black and other minority students and faculty. American psychologist, vol. 24, no. 8, August 1969, pp. 720-723.
Report on a conference held April 18-20, 1969, sponsored by the American Psychological Association. Participants were from many groups having an interest in increasing training and employment opportunities for black psychologists.

Aun, Emil M.
Accounting: deficit in black. Manpower, vol. 2, no. 8, August 1970, pp. 2-7.
Efforts of the American Institute of Certified Public Accountants and of public accounting firms to recruit two minority groups are discussed. Negro and women accountants who describe their experiences in the accounting field feel that more Negroes and women will be needed to relieve the shortage of accountants.

Banks, William M.
The changing attitudes of black students. Personnel and guidance journal, vol. 48, no. 9, May 1970, pp. 739-745.
Survey of racial attitudes of black college students in 1957 and in 1968. Present-day students accept more anti-white and less anti-Negro ideology and are significantly less authoritarian than the early group. Implications for counselors are noted. (Other related articles are included in the same issue.)

Barbbush, H. Edward.
At Long Beach, they "tell it like it is." Journal of college placement, vol. 30, no. 1, October-November 1969, pp. 57-58, 60, 62.
Comments on the need to educate minority group students on employment opportunities that are opening to them, the problems they may encounter, and the changing attitudes of employers. Reports on a job opportunity seminar held at California State College, Long Beach, California. Sidney Tarbox, Deputy Director, Los Angeles Branch, San Francisco Region, U. S. Civil Service Commission, was among the participants.

Bayton, James A., S. O. Roberts and Roger K. Williams.
Minority groups and careers in psychology. American psychologist, vol. 25, no. 6, June 1970, pp. 504-510.
Report, based on a conference held in Washington, D. C., March 5-7, 1969, considers the question of alerting black college students to career possibilities in the field of psychology and the quality of undergraduate and graduate courses available in black colleges and universities or in those which have large black enrollments.

Black decision-makers. Library journal, vol. 94, no. 11, June 1, 1969, pp. 2203-2206.
Report on Library Journal survey of communities with a heavy concentration of minority group members to determine employment opportunities in libraries for blacks, Puerto Ricans, Indians, etc. It was found that overall employment has increased but "that the movement of minority members into positions in which they could make or strongly influence policy has been slow indeed."

Black grad's problem: which job to take? Ebony, vol. 24, no. 7, May 1969, pp. 132-134, 136, 138+.

"The day seems to have arrived when black college graduates of almost any college need no longer take their chances on the first and perhaps only job offer that comes along, but can now take their choice of the professional and geographical situation which they consider best suited for them." Gives a table which describes the careers, the employers, the requirements and pay and who to contact for more information.

Blocker, J. Lester.

Under-employed human resources--problem or opportunity. Personnel administrator, vol. 14, no. 5, September-October 1969, pp. 8-11.

A plea for better utilization of black employees, especially in management positions. Adapted from address to the ASPA Atlanta Conference 1969.

Bowser, Ammon.

Viewpoint of a white-collar black. Training in business and industry, vol. 6, no. 11, November 1969, pp. 55-58.

The skilled, educated white-collar black meets the usual problems of a new employee in a corporation--but a few more too. A black professional from Kaiser Engineers describes some of the attitudes of both blacks and whites that contribute to the problems.

Brown, William H., III.

Racial discrimination in the legal profession. Judicature, vol. 53, no. 9, April-May 1970, pp. 385-389.

On the basis of statistics on Negro employment, the Chairman of the Equal Employment Opportunity Commission decries the small number of Negroes in either clerical or attorney positions in law firms and in the courts, and comments on what this means for minorities seeking justice before the bar. Proposes affirmative action on the part of the legal profession.

College Placement Services, Inc.

Career counseling and placement needs of black students at integrated colleges. Bethlehem, Pa., 1970. 43 pp.

Contents: Keynote address, by Dr. Samuel D. Proctor; Reports on recruiting minorities: U.S. Civil Service Commission, E. I. duPont deNemours and Co., The Bell System Companies, AT and T, Rutgers University; Placement programs for minorities: Michigan State University, California State College, Los Angeles; Task Group reports; Recommendations.

Crane, Donald P.

Guidelines for minority manpower development. Personnel journal, vol.49, no. 10, October 1970, pp. 816-818.

A brief review of some of the relevant literature yields some guidelines for the company interested in successfully recruiting and developing the black manager.

Daniel, Jessica H.

The black graduate student's employment dilemma: predominantly black versus predominantly white work settings. Ann Arbor, Mich., University Microfilms, Inc., 1970. 106 pp.

Doctoral dissertation, University of Illinois, 1969. Abstracted in Dissertation Abstracts International, vol. 31, no. 2, August 1970, p. 824-A.

Davis, James A.
A black engineer looks at engineering; special report. Black careers, vol. 5, no. 4, July-August 1969, pp. 9-12.
Black Careers interviews the former President of the National Technical Association who gives his views on employment opportunities for black engineers.

From ghetto to campus. Manpower, vol. 2, no. 5, May 1970, pp. 26-29.
Profiles of some of the graduates of Wilberforce University and a description of the school's work-study program.

Goode, Kenneth G.
Query: Can the Afro-American be an effective executive? California management review, vol. 13, no. 1, Fall 1970, pp. 22-26.
Outlines major problems which tend to hamper effectiveness of Negro executives. Discusses basic communication gaps, culturally induced pschological "hang-ups" and interpersonal obstacles. Concludes that organizations must shoulder burden of eradicating these obstacles to total integration.

Gurin, Patricia.
Motivation and aspirations of southern Negro college youth. American journal of sociology, vol. 75, no. 4, pt. 2, January 1970, pp. 607-631.
"Occupational aspirations are related to motives and expectancies of male students in ten predominantly Negro colleges. Findings indicate that aspirations are positively related to achievement and failure-avoidant motives but more highly related to expectancies (academic self-confidence and sense of personal control)."

Harris, Philip
Employment opportunities for Negro, Puerto Rican, and Jewish executives in selected New York City industries. Washington, U.S. Equal Employment Opportunity Commission, Office of Research and Reports, 1968. 41 pp. (Research rept., 1968-25)
Pilot study involving a large company in each of ten business categories.

Harris, Philip.
Minority groups in the executive suite. In Millman, R. William and Michael P. Hottenstein, eds. Promising research directions. Papers and proceedings of the 27th annual meeting of the Academy of Management. State College, Pa., Commercial Printing, Inc., 1967, pp. 164-168.

Johnson, Ellsworth E.
Urban executive leadership for black professionals; a research evaluation of an applied behavioral science program. Ann Arbor, Mich., University Microfilms, Inc., 1970. 444 pp.
Doctoral dissertation, University of Southern California, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 6, December 1970, p. 3010-A.

Kidder, Alice E. and Patricia Adams.
The black MBA--not qualified--or misunderstood? Personnel journal, vol. 48, no. 10, October 1969, pp. 818-822.
Presents a case study developed by a graduate class in personnel management at a black university. The first part consists of a talk by a white recruiter; the second is a question and answer period. Case illustrates problems of interracial communications and understanding.

Lee, Roy.
The black businessman; career patterns and occupational mobility. Ann Arbor, Mich., University Microfilms, Inc., 1969. 213 pp.
Doctoral dissertation, New York University, 1968. Abstracted in Dissertation Abstracts, vol. 29, no. 12, pt. 1, June 1969, pp. 4140-A-4141-A.

McKenzie, Obie L.
Communication with black college graduates -- you can't get there from here. Journal of college placement, vol. 30, no. 4, April-May 1970, pp. 93-94, 96.
It is the author's view that past and present injustices against blacks have been and are so great that real communication with black college graduates is impossible. "You can't really communicate, so you play the role and you smile to yourself knowing within that you really can't get there from here."

Michigan. University. Survey Research Center.
The chosen few; a study of discrimination in executive selection, by Robert P. Quinn and others. Ann Arbor, 1968. 49 pp.
Study aimed to identify conditions that shape the decision to hire or promote a Jew to a management position. Data was drawn from three large manufacturing firms in the Cleveland-Akron area. Investigation focused on the impact of policy, third parties, anti-Semitic attitudes and beliefs on a manager's personnel decisions. Report concludes with recommendations for remedial action.

Michigan. University. Survey Research Center.
The decision to discriminate; a study of executive selection, by Robert P. Quinn, Joyce M. Tabor, and Laura K. Gordon. Ann Arbor, 1968. 162 pp.
A research study of discrimination in the selection of executives based on interviews with managers of three Cleveland-Akron area firms responsible for the personnel decisions to hire or promote other managers. It seeks to determine their attitudes, factors affecting their decisions and the presence or absence of discrimination in their choices.

Mitchell, Bert N.
The black minority in the CPA profession. Journal of Accountancy, vol. 128, no. 4, October 1969, pp. 41-48.
"The purpose of this article is to describe this small minority of black CPAs--their number, education and professional status; also, in view of the profession's program for speeding up integration, to identify reasons why so few ethnic-minority people have entered the profession."

Morgan, John S. and Richard L. Van Dyke.
White-collar blacks; a breakthrough? New York, American Management Association, Inc., 1970. 214 pp.
Interviews with 44 successful Negroes in managerial or professional positions are arranged by five principal areas of employment concern, i.e., recruiting, training, promotion, stabilizing employment, and communicating. The interviews focused on the ways and means of increasing the numbers of Negro managers and professionals. Biographical data on the participants is combined with their comments.

Opportunity and black students are getting together. Journal of college placement, vol. 30, no. 3, February-March 1970, pp. 58-60, 62.
Reports on a series of informal meetings and seminars which Ford Motor Company held to bring together members of its management, educators, and students from five Atlanta University Center colleges.

Palmer, Edward H.
Finding--and keeping--minority group managers. Personnel, vol. 46, no. 1, January-February 1969, pp. 13-17.
Firms holding Federal government contracts and facing equal employment opportunity compliance requirements are examining recruiting and testing practices and looking for causes for high turnover. Article recommends guidelines for recruiting and general personnel policy.

Riley, Ned.
Black executives: the $35,000 pigeonhole. Careers today, vol. 1, no. 3, March 1969, pp. 60-62, 64.
Describes the problem facing the black executive who has secured a high level job but is not usually promoted. It indicates that social acceptance at the executive level evidently has not come yet.

Scott, Gary J.
Manpower resources of the traditionally Negro colleges. Bethlehem, Pa., College Placement Services, Inc., 1969. 19 pp. (Research monograph no. 1)
Data on 58 traditionally Negro institutions includes: fields entered, number of recruiting visits to campuses, types of organizations recruiting, and placement services.

Seifer, Daniel M.
Black college graduates in business--how are they doing? Personnel, vol. 46, no. 3, May-June 1969, pp. 70-75.
Author surveyed executives of some of the largest business and industrial corporations to determine their satisfaction or dissatisfaction with the black college graduates hired in management-training or management entry positions. About 78 per cent of those responding indicated general satisfaction.

Thieblot, Armand J., Jr.
Policy formation and managerial reaction: Negro employment in the banking industry. Ann Arbor, Mich., University Microfilms, Inc., 1970. 357 pp.
Doctoral dissertation, University of Pennsylvania, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 11, May 1970, p. 4655-A.

Unterman, Israel.
Some aspects of the project on education in business administration for Negroes. Academy of Management journal, vol. 13, no. 2, June 1970, pp. 165-178.
"... there exist widely divergent concepts of the role to be played by business schools in the education of both black and white students in minority problems affecting business management." Outlines suggested changes needed at the schools where misunderstandings have often stemmed from value and cultural differences between white faculty and black students.

Xavier University. Placement Office.
Employment pattern of Xavier University graduates of 1964. New Orleans, La., n.d. 37 pp.
Data secured after one year on the labor market covers satisfaction with career choice, means for obtaining job, racial trends in job assignments and in levels of positions, etc. Xavier University serves a student body predominantly Negro.

MINORITY GROUPS IN FEDERAL, STATE, AND LOCAL GOVERNMENTS

Andronicos, Bill.
Equal opportunity shift fought. Federal times, vol. 5, no. 26, August 27, 1969, pp. 1, 32.
Reports on testimony before the Senate Subcommittee on Labor by U. S. Civil Service Commission Chairman Robert E. Hampton, William H. Brown, III, Chairman of the Equal Employment Opportunity Commission, and others, relating to the administration of Federal anti-discrimination programs.

Austin, James T.
The staff judge advocate and nondiscrimination in Air Force employment practices. JAG law review (Air Force), vol. 11, no. 3, Summer 1969, pp. 285-303.
Detailed guidelines for the Air Force lawyer who is supporting his commander in implementing the equal employment opportunity requirements. The author suggests that staff judge advocates are well suited to helping to make equal treatment an integral part of Air Force operations.

Bauer, Ellen.
Supervising the disadvantaged; a discussion of training needs. Washington, 1970. 7 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, March 1970.

Blue Ribbon Defense Panel.
Report to the President and Secretary of Defense on the Department of Defense... Washington, U. S. Govt. Print. Off., 1970. 237 pp.
Chapter V, "Other Management Considerations," has break-outs on equal employment compliance in defense contracts and within the Department of Defense.

Brown, James A.
Equal employment opportunity. Journal of Navy civilian manpower management, vol. 3, no. 4, Winter 1969, pp. 7-12, 27.
Report on steps taken by the Norfolk Naval Shipyard to ensure and promote equal opportunity in employment. Programs have been initiated for special entrance procedures, on-the-job training, stringent merit promotion procedures and continuing education.

California, Legislature. Assembly. Interim Committee on Governmental Efficiency and Economy.
Employment practices of state and local public agencies. San Francisco, 1967. 151 pp.
Reports on hearings "to ascertain the practices and problem areas with respect to equal employment opportunity of California State and Local Government."
Transcript of hearings held in San Francisco, Nov. 1, 1967.

Caplin, Mortimer M.
Employer of the first resort. American county, vol. 35, no. 6, June 1970, pp. 32-33.
The President of the National Civil Service League points out how our civil services, Federal, state, and local, can provide public employment opportunities for the disadvantaged.

Caplin, Mortimer M.
Let's revamp merit systems for today's needs. Good government, vol. 87, no. 2, Summer 1970, pp. 1-3.
From a statement before a subcommittee of the Senate Committee on Labor and Public Welfare, by the President of the National Civil Service League. He offers ways in which civil service at all levels can provide better public career level opportunities for the disadvantaged.

Compensatory opportunity for the disadvantaged. 12 pp. In /Management interns' proposals for new ideas on Federal programs./ Prepared by Bureau of Training, Office of Agency Consultation and Guidance. Washington, U. S. Civil Service Commission, 1969. 1 v.
Paper prepared in a new interagency MI program proposes that a committee be formed for the purpose of investigating and making recommendations for removing barriers in Federal agencies' policies in hiring, utilization, and training the disadvantaged. Especially concerned with effect classification policies have.

Couturier, Jean J.
Governments can be the 'employers of first resort." Good government, vol. 87, no. 2, Summer 1970, pp. 4-5, 8-9.
The Executive Director of the National Civil Service League describes the major areas in which "the quality of public service must be improved," if more job opportunities in public employment are to be created for the disadvantaged. Job definition or structure, job specifications, recruitment, selection and training are the five areas. It is pointed out that most changes must be ones of attitude and administrative practice and almost "never is there need for a change in law."

Couturier, Jean J.
Public employment and the disadvantaged--promises or program? In Public Personnel Association. Social trends; their impact on the public service. Chicago, 1970, pp. 19-28. (Personnel report no. 701)

Do traditional practices still work? "When a governmental agency undertakes to be an employer in a program to hire hard-core unemployed and similarly disadvantaged persons, what modifications, if any, have to be made in traditional personnel and civil service practices?" Public personnel review, vol. 30, no. 1, January 1969, pp. 49-52.
Opinions of the personnel directors of the cities of Chicago and New York and of Nicholas J. Oganovic, Executive Director, U.S. Civil Service Commission, who explains the activities of his agency for extending job opportunity.

Downs, Harry.
Equal employment opportunity: opportunity for whom? Labor law journal, vol. 21, no. 5, May 1970, pp. 274-282.
"The Executive Orders concerning discrimination in employment are grounded in the right of the Executive Department to grant or deny Federal contracts. This use of power has raised protests of 'reverse discrimination' and contravention of the 1964 Civil Rights Act. The author, in defending the Orders, challenges the detractors' arguments. He goes on to defend such measures as the Philadelphia Plan as being representative of a pragmatic approach to a long-smoldering problem."

DuBois, Dennis J.
The legality of the "revised Philadelphia plan." Maryland law review, vol. 33, no. 2, Spring 1970, pp. 114-136.
The Revised Philadelphia Plan generally "requires that certain government contractors make at least a good-faith effort to meet definite minimum numerical standards of minority group utilization in specified trades in the Philadeophia area." After tracing its history, DuBois discusses the legality of the Revised Plan--its alleged conflict with section 703(j) of Title VII of the Civil Rights Act of 1964 and its alleged provision of an illegal quota system.

Executive Order 11246: anti-discrimination obligations in government contracts. New York University law review, vol. 44, no. 3, May 1969, pp. 590-611.

Fair employment policies and the Federal Contractor Program--some unanswered questions. George Washington law review, vol. 37, no. 2, December 1968, pp.372-386.
A discussion of problems raised by the Federal government's fair employment policies under Title VII of the Civil Rights Act of 1964 and the Federal Contractor Program as embodied in Executive Order 11246.

Federal Executive Association.
Hiring and utilization of the minorities by the Federal agencies in the Omaha-Lincoln area. Prepared by Equality in Employment Committee. Congressional Record, vol. 115, no. 67, April 25, 1969, pp. S4087-4089.
A report on activities of various Federal agencies.

Minority Groups in Federal, State, and Local Governments (Cont'd)

Fleischaker, Marc L. and others.
Racial discrimination in the Federal civil service. George Washington law review, vol. 38, no. 2, December 1969, pp. 265-304.
Examines the Federal civil service policy against discrimination, the procedure for bringing a complaint, the case of Hoover Rowell, procedures of administrative relief and judicial review, and theories of jurisdiction. An appendix deals with the availability of information from the Civil Service Commission.

Hall, Valerie.
A reflection on the application of the equal employment opportunity program. Washington, 1968. 6 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, November 1968.

Hampt , Robert E.
New directions in equal employment opportunity. Civil service journal, vol. 10, no. 2, October-December 1969, pp. 15-17.
"... an address on plans for charting a new course in equal employment opportunity, presented at a meeting in Washington on September 4 of key agency officials--Department Assistant Secretaries for Administration, Agency Executive Directors, Directors of Equal Employment Opportunity, Directors of Personnel, and Coordinators for the Federal Women's Program."

Hampton, Robert E.
Testing and equality of career opportunity. Address ... before the American Psychological Association, Division 5, Measurement and Evaluation. Washington, U. S. Civil Service Commission, 1969. 6 pp. (Civil service news, September 3, 1969)
Reviews Federal government policy on equal opportunity and efforts made to provide conditions allowing for full utilization of capabilities after employment. Comments on research being conducted by the Educational Testing Service and the Civil Service Commission to assure fairness in written tests for minority groups.

Hampton on equal employment opportunity. Federal times, vol. 5, no. 29, September 17, 1969, p. 28.
The Chairman of the U. S. Civil Service Commission answers a Federal Times editorial which states that the Civil Service Commission "is not the logical place to put the enforcement of equal employment opportunity policies." He points out accomplishments under the Commission's stewardship and clarifies the directions President Nixon has prescribed.

Harrison, Bennett.
Public service jobs for urban ghetto residents. Good government, vol. 86, no. 3, Fall 1969, entire issue.
Examines the demand for public service in urban areas and the derived demand for public service workers. Discusses the ghetto labor force as a potential source of supply and discrimination as an obstacle to its meaningful use. Considers the structure and costs of a public service job development program, and benefits to be derived from it.
Cover title: "Public employment and the disadvantaged."

Minority Groups in Federal, State, and Local Governments (Cont'd)

Haskell, Mark A.
The new careers concept; potential for public employment of the poor. New York, F. A. Praeger, 1969. 116 pp.
An account of an exploration of the need for and the possibilities of job redesign in New York City government, with primary emphasis on the Department of Hospitals. The supply and demand of health service workers is studied and the applicability of the New Careers concept to health service jobs is examined, along with a redesign of the municipal hospital occupational structure.

Housman, Kenneth A.
The Postal Street Academy story. Civil service journal, vol. 11, no. 1, July-September 1970, pp. 14-16.
The Post Office Department has become involved in storefront schools, or Postal Street Academies, which provide training for high-school dropouts and often lead to High School Equivalency Certificates and postal employment. Reasons for the interest of the Post Office and operation of the program are described.

Institute for Local Self Government.
Minority employment skills survey. Berkeley, Calif., 1968. 18 pp.
This survey of the Civil Service Department of Oakland, California was conducted jointly by the Department and the Institute for Local Self Government. "It was the first step in an attempt to determine the potential, as opposed to actual achievement, of minority group people working for the Department." Specific questions addressed in the study related to vertical occupational mobility, attitudes of minority employees toward their opportunities, and actual numbers of employees with additional skills which might be used.

Institute for Local Self Government.
New careers in local government. A design for action to improve local government new careers opportunities, by Leslie R. White. Berkeley, Calif., 1969. 124 pp.
Non-technical, step-by-step manual on job analysis techniques, selection and recruitment, development of career ladders, conducting a minority employee skills survey, and setting up a new careers program. Based on a 1968 New Careers Conclave sponsored by the Institute.
Financed in part under a grant from U. S. Manpower Administration.

Institute for Local Self Government.
Public employment and the disadvantaged. Report of the Western Workshop. Berkeley, Calif., 1970. 1v.
Partial contents: Taking the risk, by Norvel Smith; An economic analysis, by Bennett Harrison; A state experience, by Richard Bernheimer; A county experience, by Francis B. Jeffrey; A city experience, by James Newman; A state agency experience, by Esther Spencer; A city agency experience, by John Williams; Human resources management in the public sector: the state of the art, by J. Lundberg.
At head of title: A design for action to improve local government personnel and merit systems.

Minority Groups in Federal, State, and Local Governments (Cont'd)

Johnson, James E.
The challenge ahead. Address ... before the Society for Personnel Administration, Washington, D. C., April 24, 1969. Washington, U.S. Civil Service Commission, 1969. 10 pp. (Civil service news, April 24, 1969)

The most recently appointed U. S. Civil Service Commissioner outlines six priority projects which challenge the Commission. They relate to labor-management relations, appeals and grievances, better training for employees of low skill, executive manpower, middle-grade manpower and equal employment opportunity.

Johnson, James E.
...CSC progress in equal employment. Federal times, vol. 5, no. 10, May 7, 1969, p.10.

Review of equal employment opportunity programs and effectiveness of their administration.

Johnson, James E.
Upward mobility. Talk for supervisors... at Richards-Gebaur Air Force Base, Missouri, September 24, 1970. Washington, U.S. Civil Service Commission, 1970. 3 pp. (Civil service news, September 24, 1970)

The Vice Chairman of the U.S. Civil Service Commission outlines an eight-point plan developed by the Commission in consultation with Federal agency personnel directors, employee organizations and interested citizen's groups to broaden the promotion opportunities of lower graded employees.

Kansas. Commission on Civil Rights.
Minority group employment in the Kansas Civil Service. Topeka, 1967? 2 v.

Survey indicates horizontal and vertical distribution of racial groups as well as State salaries. Statistics given for Negro, Spanish, Indian, and other.

Kiely, Owen P.
Equal employment opportunity programs in educational institutions. Journal of the College and University Personnel Association, vol. 21, no. 1, November 1969, pp. 1-7.

Reviews the background of the requirement that government contracts contain a clause prohibiting discrimination in employment. Explains procedures through which the U. S. Department of Health, Education and Welfare carries out the contract compliance program. Provides an example of a positive program set up by a university and suggests steps to obtain commitment, support and resources for achieving equal employment opportunity.

Kuttner, Robert L.
The rusty fair employment machine. Washington monthly, vol. 1, no. 3, April 1, 1969, pp. 62-73.

Review of the problems of equal employment opportunity as related to government contract compliance. Maintains that contractors will not eliminate discriminatory practices unless the power of the Presidency is put behind the contract compliance program.

Larkin, Barbara K.
Environment as a factor in equal employment opportunity. Washington, 1968. 1 v.

Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, November 1968.

Minority Groups in Federal, State, and Local Governments (Cont'd)

Maryland. Commission on Human Relations.
Racial discrimination in Maryland's employment agency. Baltimore, 1969. 26 pp. (Public information document no. 2)
Contains results of a survey and recommendations concerning equal employment opportunities for Negroes within the Maryland Department of Employment Security.

Mayronne, Ferguise E.
Federal equal employment opportunity plans of action. Washington, 1970. 11 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, March 1970.

Michigan. University-Wayne State University. Institute of Labor and Industrial Relations.
Employing the disadvantaged in the Federal civil service, by Garth L. Mangum and Lowell M. Glenn. Ann Arbor, 1969. 40 pp. (Policy papers in human resources and industrial relations no. 13)
Discusses the philosophy of the merit system and the constraints it imposes on efforts to hire the disadvantaged. Explores programs for serving the disadvantaged, the Washington, D. C. experience and the San Francisco Federal employment program. Presents suggestions for action.

Minority employees increased by 11.2% in two years. Department of State newsletter, no. 114, October 1970, pp. 34-35.
Selected findings form the report "Minority Employment in the Department of State, as of November 30, 1969," prepared by the Office of Equal Employment Opportunity (Department of State). They indicate that more than 15% of all employees in the Department belong to four minority groups--Negro, Spanish-surnamed Americans, Oriental Americans, and American Indians. They reveal that minority employment in the Department increased from 12.5% in 1967 to 15.2% in 1969 and that minorities constitute 2% of the Foreign Service Officer Corps.

Moskowitz, Ronald.
How to catch a dogcatcher. American education, vol. 6, no. 8, October 1970, pp. 9-12
The Institute for Local Self-Government, a research division of the League of California Cities, is involved in a project to redirect vocational education to meet urban needs. Jobs were analyzed to provide more realistic descripions of the abilities needed to perform the tasks. The New Careers manual which resulted offers career ladders in each field and suggests methods of advancement.

National Civil Service League.
Public employment and the disadvantaged. Washington, 1969. 6 pp.
Description of the League's project to facilitate the hiring of the disadvantaged in the public sector under merit principles.

National Civil Service League.
Public employment and the disadvantaged. Reference file no. 1-10. Washington, 1969-1970. 10 v.
Contents: No. 1. Development of the civil service merit system, by H. Eliot Kaplan. Reprinted from Law of civil service; no. 2. Scope of civil service laws, by H. Eliot Kaplan. Reprinted from Law of civil service; no. 3. Public service jobs for urban ghetto residents, by Bennett Harrison. Reprinted from: Good government, Fall 1969.; no. 4. An annotated bibliography: public employment and the disadvantaged; no. 5 Training the disadvantaged; no. 6. Task analysis for training the disadvantaged; no. 7. How to structure job tasks for training the disadvantaged; no. 8. Performance testing, by William Scheuer; no. 9. Case studies in public jobs for the disadvantaged; no. 10. Contents: Strategies for reducing credentialism, by S.M. Miller and Marsha Kroll; A close, hard look at testing, by Robert H. Dicks; Governments can be the "employers of first resort," by Jean J. Couturier.

National League of Cities.
Municipal government efforts to provide career employment opportunities for the disadvantaged. Prepared by Floyd A. Decker, Andrew B. Horgan, III, and Lawrence A. Williams. Submitted to Office of Manpower Research, U.S. Department of Labor. Springfield, Va., U.S. Clearinghouse for Federal, Scientific and Technical Information, 1969. 154 pp.
Reports a study to determine extent to which municipal job opportunity programs for disadvantaged can be developed, their impact on performance of municipal services, and how they can most effectively be implemented. Case studies of six cities are presented: Dayton, Detroit, El Paso, New York, San Francisco, and Washington, D.C.
Co-sponsor: U.S. Conference of Mayors.

National Republican Congressional Committee.
Black leadership in the Nixon Administration. Washington, 1970? Folder
Listing, with photographs, of present high level Negro appointees in the Federal government.

New Jersey. Department of Civil Service.
Three new careers in N. J. civil service: clerical trainee, engineering aide trainee, human services trainee; a cost analysis. Trenton, 1969? 20 pp.
Gives background and objectives of New Jersey's Public Employment Career Development Program and the specifics of three programs: clerical trainee, engineering aid, human services trainee. A statistical cost analysis for each program is included.

New Jersey. Office of Economic Opportunity.
Public employment career development program. First and second phase reports. Trenton, 1966-1968. 2 v. in 1.
Purpose is "to develop realistic, effective programs to meet the personnel needs of the various agencies and the training and employment needs of the hard-core poor, with the objective of developing new careers in civil service for persons who today are excluded from such opportunities."

Minority Groups in Federal, State, and Local Governments (Cont'd)

Nigro, Felix A.
Unions and new careers. Good government, vol. 87, no. 3, Fall 1970, pp. 10-12.
Nigro offers two examples of union-sponsored upgrading projects in hospitals as evidence that new careers programs do not threaten the merit system or professional standards and, when properly managed, are sound.

Oganovic, Nicholas J.
Civil service on the move; recent developments in Federal personnel administration. Civil service journal, vol. 10, no. 1, July-September 1969, pp. 1-5.
Some of the high-priority programs "that will be testing the capacity of Federal managers to manage change" are in the areas of labor relations, equal employment opportunity, skills training, appeals and grievances, salary administration, merit promotion and incentive awards. Mr. Oganovic highlights steps that have been taken or are planned in these areas.

Oganovic, Nicholas J.
Federal equal employment opportunity: an addendum. Public administration review, vol. 30, no. 4, July-August 1970, pp. 470-471.
A letter to the editor of the Public Administration Review commenting on recent Federal activities in the area of equal opportunity in employment.

Payne, William.
Job opportunities for farm agents. Civil rights digest, vol. 1, no. 3, Fall 1968, pp. 13-15.
Describes discriminating practices in positions which are Federally financed but administered through non-Federal agencies. Outlines the new Department of Agriculture regulations which furnish guidelines for land-grant universities operating Cooperative Extension Services and bring a measure of equality to the hiring and promotion of extension employees.

Proctor, Samuel D.
The minority group employee as a career trainee. In U.S. Interagency Advisory Group. Conference report; administration of career trainee programs, George Washington Inn, Fredericksburg, Virginia, June 12-14, 1968. Prepared by Bureau of Recruiting and Examining, Manpower Sources Division, Office of College Relations and Recruitment. Washington, U. S. Civil Service Commission, 1968, pp. 24-25.

Public Personnel Association.
Employment of the disadvantaged. Chicago, 1970. 53 pp.
This survey provides a sampling of practice covering eight state and 44 local governmental agencies.

Public Personnel Association.
A new challenge; the disadvantaged, by Margaret Bush Wilson and others. Chicago, 1969. 43 pp. (Public employee relations library, no. 17)

A series of papers which treat of the utilization of the disadvantaged in the public service. Challenges, new approaches, policies, and effects are discussed. Several successful programs are described.

Contents: Organizing for action, by Margaret Bush Wilson and A. J. Wilson, Jr.; Public policy for the employment of the disadvantaged, by John M. Ducey; Capacity, credentials, and careers, by Albert H. Aronson; The public image of the personnel department, by Franklin K. DeWald; Local policies and programs, by Solomon Hoberman.

Public Personnel Association.
Social trends; their impact on the public service, by William L. Slayton and others. Chicago, 1970, 40 pp. (Personnel report no. 701)

Contents: Social and economic changes in the seventies, by William L. Slayton; Equal opportunity--the challenge defined, by Eunice S. Grier; Alcoholism as a personnel problem, by Gordon M. Patrick; Public employment and the disadvantaged--promises or program? by Jean J. Couturier; A realistic approach to the selection of the disadvantaged--comment, by F. Arnold McDermott.

Rachal, Anthony M., Jr.
Equal employment opportunity. Civil service journal, vol. 9, no. 2, October-December 1968, pp. 12-13.

Explains how the merit system operates in tandem with the current EEO program in government: "We are attempting to fulfill two basic tenets of the Civil Service Act which call for adequate publicity for Federal job vacancies and providing the opportunity for all citizens to apply."

Reeves, Earl J.
Making equality of employment opportunity a reality in the Federal Service. Public administration review, vol. 30, no. 1, January-February 1970, pp. 43-49.

States that Federal employment policies have only recently moved from "passive nondiscrimination" to a real commitment to equality of opportunity. Reeves looks at some of the problems involved and especially at the communication barriers between whites and blacks.

Remmert, James E.
Executive Order 11,246: executive encroachment. American Bar Association journal, vol. 55, November 1969, pp. 1037-1040.

Comparison of the substantive and procedural provisions of Title VII of the 1964 Civil Rights Act and of Executive Order 11,246 which requires "a written affirmative action compliance program" from Government contractors and sub-contractors. Author suggests that even the justifiable end of insuring equal employment opportunity does not make valid this assumption of legislative power by the executive.

Rice, Frank W. and Howard O. Hardy.
The Three R's. Journal of Navy civilian manpower management, vol. 3, no. 1, Spring 1969, pp. 20-23.

After-hours basic education program for ungraded employees at Naval Supply Systems Command, San Diego has resulted in improved work performance due to new "how to learn" attitudes of employees.

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Rossell, Idris.
Equal employment opportunity--too much or not enough? Foreign Service journal, vol. 46, no. 1, January 1969, pp. 12-15.
A report on programs of the Foreign Service to recruit and employ minority group individuals.

San Francisco Unified School District.
A trainee upgrading project for newly appointed Federal civil service employees in the San Francisco Bay Area. San Francisco, 1969. 47 pp.
Details methods of recruitment, employment and training and supportive services used in this project whose "objective was to show that applicants selected from all groups, regardless of race, representing the young, middle-aged and older persons, those lacking skills and those with other handicaps, could, with well-designed aid, qualify for permanent employment in entry level Civil Service positions."
An experimental demonstration project developed and funded under provisions of the Manpower Development and Training Act conducted by ... in cooperation with San Francisco Post Office.

Schrank, Robert and Susan Stein.
New York's Public Service Careers Program. Training and development journal, vol. 23, no. 6, June 1969, pp. 26-31.
Evaluates the Public Service Careers Program (PSCP) set forth in the 1966 "New Careers" Amendment to the Economic Opportunity Act of 1964. Covers recruitment of the unemployed, selection criteria, staffing, educational issues, and counseling. Concludes that "PSCP has had a good record to date."

Sheppard, Harold L.
Job redesign, new careers and public service employment--their potentials and limits. Good government, vol. 87, no. 3, Fall 1970, pp. 1-7.
It is the author's view that job redesign and new careers programs benefit not only those who need the training but offer public and private agencies new sources of manpower. He points out the benefits of job redesign for professionals as well as for the poor and suggests some new ways to revamp jobs.

Sheppard, Harold L.
The nature of the job problem and the role of new public service employment. Kalamazoo, Mich., W. E. Upjohn Institute for Employment Research, 1969. 30 pp.
"This brief report is intended to provide a springboard for discussion about the nature and size of the job problem in America, especially the question of who among the poor do and do not work and why; the characteristics of the working poor including their occupations, industries in which they work, and their location; the variety of estimates as to how many more jobs could be filled or created; and the role of private and public employment in meeting the employment needs of the poor and the underemployed."

Minority Groups in Federal, State, and Local Governments (Cont'd)

Social Development Corporation.
Merit systems; hiring the disadvantaged, by Michael Wilson. Washington, 1970. 14 pp.
A discussion of ways in which merit system procedures may be adapted to facilitate hiring the disadvantaged. Stress is on internal regulations that might be modified by agencies without legislative action. Subjects considered are job redesign, recruiting, examining and suitability.
Prepared under contract with the Manpower Administration.

Tennessee Valley Authority.
Equal employment opportunity in TVA. Knoxville, 1968. 8 pp.
Lists some of the things TVA is doing to bring positive action to bear on problems of discrimination.

Tennessee Valley Authority.
Equal employment opportunity without regard to race, color, religion, sex, or national origin. TVA announcement. Nashville, 1969. 12 pp.
Announces procedural changes to conform to regulations issued under Executive Order 11246, as amended by E. O. 11375.

Tennessee Valley Authority.
Human resource development; programs and activities in manpower development and aid to education. Prepared by the Division of Personnel. Knoxville, 1969. 52 pp.
Summarizes current TVA and Federal programs in the human resource development areas of manpower training and aid to education. Among Federal programs discussed are the Cooperative Area Manpower Planning Systems (CAMPS), Manpower Development and Training Act (MDTA), Concentrated Employment Program (CEP), Job Opportunities in the Business Sector (JOBS) and Work Incentive Program (WIN).

Today's challenge: new careers for the disadvantaged. Report of workshop III. Robert F. Mello, Chairman. In U.S. Interagency Advisory Group. Third annual personnel directors conference... General Washington Inn, Fredericksburg, Va., May 15-18, 1968. Washington, U. S. Civil Service Commission, 1968, pp. 29-39.
Focused on the problem of creating career opportunities and not merely jobs. The workshop covered four general sub-topics: recruitment and selection, development and training, resources, motivating management and evaluating program results, making recommendations for action in these areas by the Civil Service Commission and other agencies.

U. S. Bureau of Reclamation.
Economic data for equal employment opportunity program, Yuma, Arizona, by Emory W. Lockette, Walter J. Smyth, and Leon C. Stepp. Boulder City, Nev.?, n.d. 1 v.
Background information gathered to assist Reclamation Contract Compliance officers in reviewing nondiscrimination programs for contractors. Data on the employment picture, labor force, wage rates, taxes, markets, etc.

Minority Groups in Federal, State, and Local Governments (Cont'd)

U. S. Civil Service Commission.
Accent on youth; Federal employment and work experience programs for disadvantaged youths. Prepared by Bureau of Recruiting and Examining, Manpower Sources Division, Office of Youth and Economic Opportunity. Washington, U. S. Govt. Print. Off., 1969. Folder (BRE-19)

U. S. Civil Service Commission.
Equal employment opportunity. Federal personnel manual, Chapter 713. General provisions (Sub-chapter 1); Equal opportunity without regard to race, color, religion, sex, or national origin (Sub-chapter 2). Washington, U.S. Govt. Print. Off., 1969-

U.S. Civil Service Commission.
Equal opportunity in Federal employment. Newsletter... Prepared by Office of Public Affairs. Bi-Monthly. Washington, 1968-
Reports items of interest in the area of equal employment opportunity throughout the Federal service.

U. S. Civil Service Commission.
How the discrimination complaints system works. Prepared by Office of Federal Equal Employment Opportunity. Washington, U. S. Govt. Print. Off., 1971. Folder. (FED facts 10, 1971)

U. S. Civil Service Commission.
Minority group employment in the Federal government, November 30, 1970. Prepared by Bureau of Manpower Information Systems, Manpower Statistics Division. Washington, U. S. Govt. Print. Off., 1971. 562pp. (SM 70-70B)
Earlier eds: 1963-1967(annually), 1969, May 1970.

U. S. Civil Service Commission.
Public Service Careers Program in the Federal Service. Prepared by Bureau of Training, Public Service Careers Staff. Washington, U. S. Govt. Print. Off., 1970. 1 v. (CSC Bulletin no. 410-52)
"Through this program, the Federal Government is undertaking a long-term commitment to improve current programs to employ the disadvantaged and to upgrade lower level employees in state, county, and local governments; in agencies that receive Federal grants-in-aid; and in the Federal service." Bulletin describes the program and gives standards, guidelines and instructions for participating agencies.

U.S. Civil Service Commission.
Survey of Mexican-Americans who declined Post Office job offers, by William Jasper and Richard A. Beserra., Interagency Board of U.S. Civil Service Examiners for the Los Angeles area, Personnel Measurement and Evaluation Center. Los Angeles, 1968. 32 pp.
Results of this survey indicated that most declinations were due to delays in job offers, sickness, or unsuitable hours and were not due to fear of prejudice or preferences for neighborhood or ethnic related work places. Attitudes toward the Post Office were generally favorable. Suggests that job publicity be specifically directed toward ghetto ethnic groups and that more frequent re-testing be permitted.

U. S. Civil Service Commission.
Toward equal opportunity in Federal employment, for all persons ... to seek and to achieve their highest potential and productivity. A report to the President from the United States Civil Service Commission. Washington, 1969. 8 pp.
Includes President Nixon's Memoranda for Heads of Departments and Agencies, August 8, 1969 and March 28, 1969, on Equal Employment Opportunity and the text of Executive Order 11478, Equal Employment Opportunity in the Federal government, August 8, 1969.

U.S. Civil Service Commission.
Upward mobility for lower level employees; suggested goals and actions. Prepared by Bureau of Training, Office of Agency Consultation and Guidance. Washington, U.S. Govt. Print. Off., 1970. 16 pp.

Proposals relate to establishing career systems to increase opportunities for advancement, utilization and education of employees in lower levels--qualification standards, job development, career development plans, career counseling and guidance, education and training, utilization and placement and communications. Also includes some statistical data.

U.S. Commission on Civil Rights.
Federal civil rights enforcement effort. Report of.... Washington, U.S. Govt. Print. Off., 1970. 1115 pp.

Surveying the status of civil rights in the Federal government for one period of time (March-June 1970), this report describes the structures, mechanisms, and procedures used by Federal departments and agencies in carrying out their civil rights responsibilities. The section on Federal employment examines the background and legal authority for the Federal Equal Employment Opportunity Program and the role of the U.S. Civil Service Commission under E.O. 11246. Chapter 6, on civil rights policy makers, contains sections on the Federal Executive Boards and the Cabinet Committee on Opportunities for Spanish-Speaking People.

U.S. Commission on Civil Rights.
For all the people ... by all the people; a report on equal opportunity in state and local government employment. Washington, U. S. Govt. Print. Off., 1969. 277 pp.

"This study of State and local governments presents the employment practices of all governments located within each of seven major metropolitan areas in representative parts of the country." (San Francisco-Oakland, Philadelphia, Detroit, Atlanta, Houston, Memphis, and Baton Rouge)

Partial contents: (1) Patterns of minority group employment in state and local government; (2) Minority workers and public personnel systems (Recruiting minority workers, the minority worker and job requirements, promotion, the minority worker and the merit system, the civil service register); (3) Equal opportunity in police and fire departments; (4) Federal requirements for equal employment opportunity.

U. S. Commission on Civil Rights.
Hearing before the United States Commission on Civil Rights. Hearing held in San Antonio, Texas, December 9-14, 1968. Washington, U. S. Govt. Print. Off., 1969. 1296 pp.

Transcript includes testimony by Mr. Gilbert Schulkind, Director, Bureau of Inspections, U. S. Civil Service Commission, together with a study and a report of findings on equal employment opportunity activities at the San Antonio Air Materiel Area (Kelly Air Force Base).

U. S. Commission on Civil Rights.
Letters and memoranda relating to Jobs and Civil Rights. Washington, U.S. Govt. Print. Off., 1969. 33 pp.

Concerns enforcement of Executive Order 11246, pts. II and III, which forbid discrimination by government contractors. Includes a supporting U. S. Commission on Civil Rights staff memorandum which outlines the Federal compliance program's basis in law and public policy.

Jobs and Civil Rights was prepared for the U. S. Commission on Civil Rights by the Brookings Institution under the direction of Richard P. Nathan.

Minority Groups in Federal, State, and Local Governments (Cont'd)

U.S. Congress. House. Ad Hoc Congressional Committee on Discrimination in Federal Employment and Federal Contractor Employment.
Report..., Parts 1, 2, and 3. Extracted from: Congressional Record, vol. 116, no. 160, September 15, 1970, pp. H8769-8773; no. 163, September 18, 1970, pp. E8302-8312; no. 178, October 9, 1970, pp. E9104-9132.
Report finds evidence of deficiencies in the equal employment opportunity program in Federal civil service. The evaluation, based on hearings, focuses on statistics of minority group employment, the role of the Civil Service Commission in overseeing the program, the grievance procedure, and affirmative action plans. Among recommendations of the Committee are establishment of an independent agency to handle the program, special recruitment of minorities, an overhaul of grievance procedures, and penalties for those found guilty of discrimination. Hearings included.
John Conyers, Jr., Chairman.

U. S. Congress. Senate. Committee on Public Works.
Equal employment opportunity with regard to Federal-aid highway projects. Report ... presented by Sen. Jennings Randolph. Washington, U. S. Govt. Print. Off., 1969. 85 pp. (S. doc. 91-15, 91st Cong.)

U.S. Defense Supply Agency.
DSA equal employment opportunity; affirmative action plan. Washington, U.S. Govt. Print. Off. 1970. 20 pp. (DSAH—1400.2)

U. S. Department of Agriculture.
Equal opportunity. Employee grievances and administrative appeals. Prepared by Office of Personnel. Washington, U. S. Govt. Print. Off., 1969. 1 v.
Amends chapters 713 and 771 of U. S. Department of Agriculture Personnel Manual. Prepared for insertion in employee handbook.

U.S. Department of Health, Education, and Welfare.
An equal opportunity program for state and local government employment. Prepared by Office of State Merit Systems. Washington, 1970. 20 pp.
Proposes methods for structuring a results-oriented affirmative action program to produce equal employment opportunity for minority group members.

U.S. Department of the Air Force.
The Offutt AFB equal opportunity program. Prepared by Offutt Air Force Base. Offutt Air Force Base, Neb., 1969. 1 v.
Contains a briefing on the EEO program at the installation, together with several pamphlets dealing with programs for youth undertaken by the personnel at the Base.

U.S. Department of the Army.
Equal employment opportunity in action; an evaluation guide. Washington, U.S. Govt. Print. Off., 1970. 33 pp.. (DA PAM 690-25)
Provides a practical guide for determining how much progress has been made in developing equal opportunity action plans and projects locally by Army installations.

U. S. Department of the Navy.
Goals for equal employment opportunity. Washington, 1969. 16 pp. (NAVSO P 3088)

Includes Department of the Navy's EEO program requirements and the Secretary of the Navy's letter, in addition to the President's memorandum of August 8, 1969 and Executive Order 11478.

U. S. Geological Survey.
Action plan for equal employment opportunity in the Rocky Mountain Region of the Geological Survey; supplemental to the action plan for equal employment opportunity in the Geological Survey. Denver, Colo.? 1968. 29 pp.

Partial contents: Job structure appraisal and employment; Communications with outside sources; Review and control of management and supervisory performance; Communications with employees; Discrimination complaints and self-evaluation of action program.

Supersedes Personnel Policy Pamphlet no. 1, "Minority Group Recruiting and Placement Policy and Program", 5-13-65.

U.S. Internal Revenue Service.
Report of relationship examination between ethnic groups. Prepared by Southwest Region. Austin, Tex., Southwest Service Center. 1969. 55 pp.

"The primary objectives of the seminar were to examine the quality of people-organization interdependency and to project action to raise the quality if a potential for improvement was identified." Includes examination of the impact of supervisory attitudes and behavior on relationships between ethnic groups.

U. S. Manpower Administration.
Public Service Careers Program; a general description. Washington, 1969. 69 pp.

By overcoming individual and institutional barriers in the public service, this new manpower program endeavors to secure jobs for the disadvantaged in Federal, state and local governments. Objectives also include the development and implementation of techniques for upgrading current employees. This general description of the Public Service Careers Program (PSC) is for use by the staff at the Department of Labor in developing a PSC handbook and in working with other agencies.

U.S. Patent Office.
A guide to equal employment opportunity policies. Prepared by Office of Administration, Personnel Division, Employee Development Branch. Washington, 1969. 12 pp. (Supervisor and personnel administration, no. 2)

This handbook discusses the supervisor's responsibility for applying equal opportunity principles. It also includes a section on processing individual complaints of discrimination.

U. S. Post Office Department.
Plan of action; an improved design for equal employment opportunity in the postal service. Washington, U. S. Govt. Print. Off., 1968. 50 pp. (PI publication 27)

U.S. President, 1969- (Richard M. Nixon)
Executive Order 11478. Equal employment opportunity in the Federal government. Washington, The White House, 1969. 1 v.

Included with the Executive Order are: Memorandum from the President for heads of departments and agencies; Memorandum for the President from the Chairman of the Civil Service Commission and a news release from the U. S. Civil Service Commission. all dated August 8, 1969.

Also available in: Weekly Compilation of Presidential Documents, vol. 5, no. 32, Aug. 11, 1969, pp. 1098-1103; 3 CFR, 1969 Comp., pp. 133-135.

Minority Groups in Federal, State, and Local Governments (Cont'd)

U.S. President, 1969- (Richard M. Nixon)
Federal employment for Spanish-speaking citizens. Announcement of program to be initiated by the Civil Service Commission. November 5, 1970. Weekly compilation of presidential documents, vol. 6, no. 45, November 9, 1970, pp. 1544-1545.
"A 16-point program to assist Spanish-speaking American citizens who are interested in joining Federal civilian service."

U.S. President, 1969- (Richard M. Nixon)
Public Service Careers Program. Memorandum for heads of departments and agencies, September 4, 1970. Washington, The White House, 1970. 2 pp.
Enumerates goals for the Federal service under Civil Service Commission leadership during the first program year and explains some of the mechanics of the program for increasing employment and advancement opportunities for the disadvantaged.

Westphal, Mary C.
Reaction: minority sensitivity training. Public personnel review, vol. 31, no. 2, April 1970, pp. 74-77.
Reports on a program undertaken by the Minneapolis Civil Service Department in coordination with the Minneapolis Civil Rights Department to provide employee information on problems associated with race relations. Although the program was referred to as "minority sensitivity training" a more accurate description would be "race relations training." The objective was for all employees to receive information and contribute to the city's equal opportunity employment commitment.

Williams, Lawrence A.
City jobs: rich potential for the poor. Manpower, vol. 2, no. 5, May 1970, pp. 12-15.
Analysis based on a 1968 study of the New Careers programs of Dayton, Detroit, El Paso, New York, and Washington. Article concludes that "the New Careers concept, if adequately funded and if made applicable to all local government services could help cities meet at least some of their manpower needs."

PROGRAMS FOR THE DISADVANTAGED

Adams, E. Sherman.
Coping with ghetto unemployment. Conference Board record, vol. 7, no. 5, May 1970, pp. 41-45.
A panel of planning officials and experts on urban affairs were questioned on possible approaches to bringing the jobless and jobs together. Union codes, transportation, housing, public employment and more private employment within the ghetto are all considered.

Adams, E. Sherman.
The public role of private enterprise. Michigan business review, vol. 21, no. 3, May 1969, pp. 12-17.
Discusses the role of private businesses in fighting poverty with particular emphasis on programs developed for employing the disadvantaged.

Programs for the Disadvantaged (Cont'd)

Adelberg, Morton.
Industrial training of the hard-core unemployed. Personnel, vol. 46, no. 6, November-December 1969, pp. 22-25.
Describes the program set up at Vertol Division of the Boeing Company for training hard-core unemployed as productive workers. Explores areas considered in establishing program objectives and major elements of the plan.

Adkins, Winthrop R.
Life skills: structured counseling for the disadvantaged. Personnel and guidance journal, vol. 49, no. 2, October 1970, pp. 108-116.
The life skills counseling method for disadvantaged incorporates both job and living skills into a problem centered curriculum. Training sessions designed for small groups consist of four stages: stimulus (problem) for discussion; evocation of ideas from trainees; objective inquiry into sources providing more information; and application of newly learned information to outside activities. The sessions can be recycled and supplemented by individual counseling.

Albuquerque Human Resources Council.
Summary report of the Vocational Guidance Institute held at the University of New Mexico, Albuquerque, July 21-Aug. 8, 1969. Prepared by Bob Patten and W. V. Owen. Albuquerque, N. M., 1969. 42 pp.
A report explaining, evaluating and analyzing this institute for the training of community leaders in counseling disadvantaged youth. Abstracts of student papers are included.

American Foundation on Automation and Employment, Inc.
Films on jobs, training, and the ghetto; an evaluative guide. New York, 1969. 47 pp.
For each film provides technical data, brief summary, an evaluation of the aims it fulfills, language clarity, technical quality, audience appeal and method of approach.

Amos, William E.
The HRD Employability Model; guidelines for change. Employment service review, vol. 5, nos. 10-11, October-November 1968, pp. 2-5, 9.
The Human Resources Development (HRD) Employability Model is designed to give state and local Employment Service offices guidelines for a functioning program of service to the disadvantaged.

Anderson, Darrell and John A. Niemi.
Adult education and the disadvantaged adult. Syracuse, N.Y., ERIC Clearinghouse on Adult Education, 1969. 96 pp.
First, the socio-economic and socio-psychological characteristics of the disadvantaged are identified; then, the influence of these characteristics on the effectiveness of special education programs for the group is evaluated as a clue to the design and conduct of such programs.

Banta, Trudy W. and Patricia Marshall.
Bringing schools and industry together. Manpower, vol. 2, no. 6, June 1970, pp. 24-31.
A study conducted by the University of Tennessee's College of Education and financed by the Office of Education concentrated on school-industry cooperation in providing job-oriented education programs for disadvantaged youth. Particular projects are described.
A related article by Trudy W. Banta appears in Training and Development Journal, vol. 24, no. 8, August 1970, pp. 14-17.

Bedell, Mary S.
Youth Corps pay--where it goes. Manpower, vol. 2, no. 2, February 1970, pp. 29-31.
A recent study of the immediate economic consequences of Neighborhood Youth Corps enrollment revealed that the students' earnings reduced poverty for their families and some of the effects of life-long disadvantages for themselves. Most participants desired more hours of work.

Belitsky, A. Harvey.
Private vocational schools and their students; limited objectives, unlimited opportunities. Cambridge, Mass., Schenkman Pub. Co., Inc., 1969. 186 pp.
Survey of number, diversity, and quality of private vocational schools in terms of their utilization for training the disadvantaged. Reviews their organization, role of the instructor, characteristics of students, and adaptations for training the disadvantaged. Includes recommendations.

Berlin, Jerome I.
Facing the "hard core." Manage, vol. 21, no. 3, January 1969, pp. 24-27.
A Bell and Howell executive recommends such training techniques as simulation and role playing to equip first line managers to handle situations involving the hard core employee.
Excerpted address.

Black, A. M.
New face at the factory. Manage, vol. 21, no. 10, September 1969, pp. 12-22; vol. 22, no. 1, October 1969, pp. 12-19.
Two-part article on the qualities and characteristics of the hard-core unemployed with suggestions for working with them and helping them to succeed.

Borklund, C. W.
Project Prepare works, but may die anyway. Government executive, vol. 1, no. 2, April 1969, pp. 73-75.
Trials and tribulations of the Institute of Computer Technology Inc., Washington, D. C. which has been running a very successful job-training program for the underprivileged.

Brown, Fred C.
Rehabilitation counseling can help meet the problem of the hard-core unemployed. Journal of rehabilitation, vol. 35, no. 5, September-October 1969, pp. 30-32.
First Award Winner of the 1969 National Rehabilitation Association Graduate Rehabilitation Literary Contest. "Essentially, what is being suggested here is that state vocational rehabilitation agencies become involved with business and industry in rehabilitating the 'whole man' for living, not merely for employment."

Bunstead, Richard A.
MA-3 progress report: it helps to be a football hero. Training in business and industry, vol. 6, no. 11, November 1969, pp. 50-54.
The Westinghouse Learning Corporation Program to train the hard-core unemployed, under the direction of former football ace Richard Ross has been a success. Attention has been paid to each individual's situation and emphasis has been placed on opportunities for upward mobility. The retention rate of trainees is running about 79 percent.

Bureau of Social Science Research, Inc.
Employment contexts and disadvantaged workers. Phase 1, final report. Washington, 1970. 1v. (BSSR: 421)
A summary of the first of two phases of a study investigating the employment situations of welfare recipients trained and placed under the Work Incentive Program (WIN). The focus is on the attitudes of employers and supervisors and organizational accommodation made tor the program Phase 1 was exclusively methodological. The substantive findings will be reported at the conclusion of Phase 2.
Prepared for the Manpower Administration, Project co-directors Leonard H. Goodman and Laure M. Sharp.

Bureau of Social Science Research, Inc.
The unemployed and the underemployed; a study of applicants for laborer jobs, by Samuel M. Meyers. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1966. 46 pp. (BSSR: 385)
Research on personal, training, and employment data of applicants who filed for manual laborer jobs with the Federal government. Findings show how jobs are usually found, how unemployment is coped with, and reasons for unemployment.

Burt, Samuel M. and Herbert E. Striner.
Toward greater industry and government involvement in manpower development. Kalamazoo, Mich., W.E. Upjohn Institute for Employment Research, 1968. 21 pp.
Urges government agencies--Federal, state, and local--to assume the same obligations toward the hard core unemployed that are requested from the private sector. Suggests that they engage in special recruiting, hiring, training and upgrading programs for the disadvantaged. Also sets forth some direction priorities for the government to use in assisting the private sector.

Business, labor, and jobs in the ghetto. Issues in industrial society, vol. 1, no. 1, 1969, pp. 3-18.
Staff survey of the steps being taken by business and by labor to increase jobs and training for the disadvantaged.

California. University. Space Sciences Laboratory.
The "disadvantaged"; unemployable or just unemployed? A report on training for university employment, by Stephen Zwerling. Berkeley, 1968. 34 pp.
Explores new careers potential in the university setting in general and describes and evaluates the new careers program at the University of California at Berkeley, with particular emphasis on the plan of the Space Sciences Laboratory to aid in the employment and further education of the disadvantaged.
Supported by NASA grant.

Programs for the Disadvantaged (Cont'd)

Cain, Glen G. and Robinson G. Hollister.
Evaluating manpower programs for the disadvantaged. In Queens University. Industrial Relations Centre. Cost-benefit analysis of manpower policies, ed. by G. G. Somers and W. D. Wood. Proceedings of a North American conference /May 14-15, 1969/ under the auspices of ... and the University of Wisconsin, Center for Studies in Vocational and Technical Education. Kingston, Ontario, 1969, pp. 119-151.

Campbell, Anthony C.
An unsentimental journey into the hardcore. Conference Board record, vol. 6, no. 7, July 1969, pp. 9-12.
The author resents the word "hardcore" as only describing a phenomenon but not explaining it. Maintains many white employers are "hardcore" in their own way, because they subtly lock out blacks by going after the "talented tenth" only--the highly skilled and highly paid individuals. He recommends that businessmen ask some very serious questions of local school authorities, their own personnel departments and the black employees of their companies.

Carbine, Michael E.
Communicating with the disadvantaged. Manpower, vol. 1, no. 9, October 1969, pp. 2-6.
Stresses that the communication problem between "America's establishment" and the disadvantaged is not a matter of substituting one language for another. Rather, it involves an awareness of the individual's frame of reference and the acceptance of his attitudes and behavior patterns.

Carbuhn, Wayne M.
Job Corpsmen selection and prediction of successful completion of the General Education Development (GED) Program at Clearfield Urban Job Corps Center. Ann Arbor, Mich., University Microfilms, Inc., 1970. 121 pp.
Doctoral dissertation, University of Utah, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 9, March 1970, p. 3774-A.

Cassell, Frank H.
The disadvantaged employers. Personnel administration, vol. 31, no. 6, November-December 1968, pp. 24-29.
Maintains that the employer is disadvantaged who does not reappraise his attitude toward employing those whom he once considered unemployable and then take positive action. Points out benefits to be derived from human resources development.

Cassett, June.
An experiment in outreach. Employment service review, vol. 5, nos. 10-11, October-November 1968, pp. 22-25, 29.
The Greenmount Applicant Placement Center, GAP, in Baltimore, stresses "personalized service in the areas of job development and placement, referrals to training programs, and counseling...." for the disadvantaged in that area.

Programs for the Disadvantaged (Cont'd)

Chamber of Commerce of the United States.
Guidelines for programs to train and to hire out-of-school youth and the hard-core unemployed. Prepared by Community and Regional Resource Development Group and Human Resources Development Group. Washington, 1969? 7 pp.
General guidelines aimed at organizing all the elements in a community to set up employment and training programs.

Chilson, John S.
Occupational qualifications and success of on-the-job trainees. Ann Arbor, Mich., University Microfilms, Inc., 1970. 111 pp.
Doctoral dissertation, Ohio State University, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 10, April 1970, p. 4210-A.

Coburn, Herold B.
On-going training for unqualified people. Training and development journal, vol. 23, no. 1, January 1969, pp. 8-9.
Facts about the Chase-Manhattan Bank's program of job training for high school students from slum areas. Known as the BET Program (Business Experience Training), it offers part-time work and training before graduation and full-time employment afterwards.

Cohen, Audrey C.
Career development in ghetto areas. Employment service review, vol. 5, no. 12, December 1968, pp. 32-37.
Highlights the Women's Talent Corps program to train low income women to become paraprofessionals in community service agencies in such fields as education and health. Considers educational requirements for trainees, curriculum, career lines established, and plans for the future, including a new two-year College for Human Services.

Cohn, Jules.
Business and the hard-core unemployed: promise and performance. Social policy, /vol. 1, no. 1/7, May-June 1970, pp. 56-60.
Findings of a recent nationwide study of corporate urban affairs programs indicate business executives speak with caution of their hard-core programs and believe it is time to reexamine their commitments. Most of them have found that their problem-solving skills were not as easily transferable to the urban areas as anticipated. Challenges, including costs, are pinpointed and the four main approaches being followed by industry are examined. Reasons for the current plateau in activity are suggested.

Cohn, Jules.
Is business meeting the challenge of urban affairs? Harvard business review, vol. 48, no. 2, March-April 1970, pp. 68-82.
McKinsey and Company, Inc., surveyed 247 major corporations for data on their urban affairs programs. Questions dealt with training programs for the disadvantaged, hard-core hiring, commitment of funds, the organizational status of the urban affairs program, and the background of the executives involved in the programs. Results are here summarized.

Programs for the Disadvantaged (Cont'd)

Cohn, Jules.
The new business of business: a study of a corporate program for the disadvantaged. Urban affairs quarterly, vol. 6, no. 1, September 1970, pp. 71-87.
Case study of the efforts of a major American corporation to train and upgrade disadvantaged workers through setting up a subsidiary. Describes establishment, financing, management, employee training, and results.

Committee for Economic Development.
Training and jobs for the urban poor. A statement on national policy by the Research and Policy Committee. New York, 1970. 78 pp.
Statement explores ways of abating poverty that arises from chronic unemployment and underemployment, especially among the urban poor. It examines current manpower training and employment programs--for example the Manpower Development and Training Programs, On-the-Job Training, Job Corps--and makes recommendations for improving them.

/Company programs for the disadvantaged/. Issues in industrial society, vol. 1, no. 1, 1969, pp. 30-48.
Two articles: Employing the disadvantaged: Inland Steel's experience, by Ralph Campbell; and Rochester revisited, by Joan Doolittle. The second article focuses on efforts of Eastman Kodak and Xerox.

Craddock, George W., Calvin E. Davis and Jeanne L. Moore.
Social disadvantagement and dependency; a community approach for the reduction of dependency through vocational rehabilitation. Lexington, Mass., D. C. Heath & Co., 1970. 138 pp. (Northeastern University studies in rehabilitation no. 8)
The Pittsburg Vocational Rehabilitation Project demonstrated that attainments became more positive when the attainment expectations of the economically and culturally disadvantaged were changed from negative to positive. Describes how the project was organized and how it operated in the community.
Joint project of New England Regional Rehabilitation Research Institute and Pittsburg, Calif., Vocational Rehabilitation Project.

Cushing, Martha.
When counseling fails--then what? Journal of rehabilitation, vol. 35, no. 4, July-August 1969, pp. 18-20.
In placing the hard-core unemployed, counseling (talk) often fails to correct inappropriate job behavior. The Minneapolis Rehabilitation Center has successfully used behavior modification as a treatment technique. Three case studies show how reinforement (reward) influences response (behavior).

Dober, Roger R.
Social responsibility and the business world; personnel's role discussed. Personnel administrator, vol. 14, no. 5, September-October 1969, pp. 39-41.
Ways in which business, through its personnel policies, can be more responsive to urban and community problems are suggested. Hiring and training the hard core unemployed is considered the most important contribution.

Doeringer, Peter B., ed.
Programs to employ the disadvantaged. Englewood Cliffs, N. J., Prentice-Hall, 1969. 261 pp.
Case studies of nine representative manpower programs discussing techniques used and problems encountered in the hiring, training and up-grading of the hard-core unemployed.

Drennan, William D., ed.
The fourth strike; hiring and training the disadvantaged. New York, American Management Association, Inc., 1970. 154 pp.
Selected contents: The disadvantaged: development of the worker, by William Hines, III; Management's perspective in employing the disadvantaged, by Walter V. Rouse; The use of consortiums, by Harold W. Phend; A municipal-industrial venture: The Woodland Job Center, by Albert D. Cunningham, Jr.; A corporate experience: American Airlines, by Robert H. Gudger.

Drob, Judah.
"How successful can we be in manpower programs for the disadvantaged?" Paper presented ... at American Orthopsychiatric Association annual meeting, Chicago, March 23, 1968. Washington, U.S. Department of Labor, Manpower Administration, Division of Program Utilization, 1968. 21 pp.
Reports on manpower problems in training and employment of disadvantaged persons from knowledge of Department of Labor and other agency programs.

Drob, Judah and Vernon Sheblak.
Training the hard-core unemployed. Manpower, vol. 1, no. 1, January 1969, pp. 28-30.
Overview of approaches that have been taken to job problems of the hard-core unemployed and profile of the participants.

Echols, James L.
Technicians: how to grow your own. Manpower, vol. 2, no. 1, January 1970, pp. 8-12.
The Manpower Administration's Training and Technology (TAT) project is responsible for bringing new technical industrial skills to the unemployed and underskilled in a relatively short time. Article describes the program's success at the Atomic Energy Commission plant in Oak Ridge, Tenn.

Employment problems of the urban poor. Occupational outlook quarterly, vol. 13, no. 1, Spring 1969, pp. 1-10.
Contents: New statistical barometers of poverty, by Howard V. Stambler; Training the urban poor: a race to keep pace, by William Mirengoff; The public employment service reaches out to the urban poor, by Shirley Rudney.

Ferman, Louis A.
Disadvantaged youth; problems of job placement, job creation, and job development. Ann Arbor, University of Michigan-Wayne State University, 1967. 64 pp.
Reviews and assesses experience in 55 experimental and demonstration youth projects conducted from 1962 until 1965 under the Manpower Development and Training Act. Covers structure of job placement and job development units, their activities, and their problems in placement and follow-up.
At head of title: Operation retrieval. Prepared under contract with Manpower Administration, U. S. Department of Labor.

Programs for the Disadvantaged (Cont'd)

Field, Paul L.
Does it pay to hire the hard-core? Business management, vol. 36, no. 2, May 1969, pp. 42, 54-56.
The results of interviews with four representative business executives indicate that overall the program is "making progress." Problem areas, such as absenteeism, the lowering of production standards, effect of plant relocation outside the central city, and the attitudes of the unions are discussed.

Fine, Sidney A.
Guidelines for the employment of the culturally disadvantaged. Kalamazoo, Mich., W. E. Upjohn Institute for Employment Research, 1969. 31 pp.
Offers twelve guidelines starting with "make a total commitment" and including "Pinpoint entry jobs..."; "Interview' don't test"; and "Keep counseling in the background."

Frank, Harold H.
On-the-job training for minorities: an internal study. Ann Arbor, Mich., University Microfilms, Inc., 1970. 358 pp.
Doctoral dissertation, University of California, Los Angeles, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 8, February 1970, p. 3564-A.

Freedman, Marcia.
Youth employment programmes in the United States. International labour review, vol. 99, no. 5, May 1969, pp. 493-512.
Assesses three nation-wide programs: (1) Manpower Development and Training Act; (2) Job Corps; and (3) Neighborhood Youth Corps, along with several hundred locally based experiments and some new trends in programming. Findings indicate that the assumption that such organized efforts could provide a solution to youth employment problems has yet to be confirmed.

Ganier, Merle.
Office procedures training for the disadvantaged unskilled. Training and development journal, vol, 23, no. 8, August 1969, pp. 48-49.
Describes two methods of training used at the Fort Worth Division of General Dynamics to upgrade the skills of minority job candidates and place them in meaningful entry-level jobs: the classroom method and the classroom plus on-the-job method. Both proved beneficial to the company. Some of the participants had college degrees and or college training.

Gass, Gertrude Z.
Hardcore personality and industrial illnesses and accidents. Industrial medicine and surgery, vol. 39, no. 4, April 1970, pp. 33-37.
Points out personality characteristics of hardcore unemployables as revealed in a research and demonstration project, then scrutinizes how these characteristics are related to illness and accidents. Characteristics examined are: poor motivation, non-compliance with rules, a tendency to flight, living scared, and fear of success.

Georgia. Institute of Technology. Industrial Management Center.
Methods of job development for the hardcore unemployed. Proceedings of conference sponsored by ... and National Alliance of Businessmen of Atlanta ... October 1-2, 1968, ed. by John L. Fulmer. Atlanta, 1969. 166 pp.

Interchange of experiences of individuals engaged in programs of job development for the hardcore. Includes sessions on "Fitting the hard-core to basic entry jobs" and "Integrating the hard-core into the company work force."

Goodman, Paul S.
Hiring, training, and retaining the hard-core. Industrial relations, vol. 9, no. 1, October 1969, pp. 54-66.

Presents a model to explain and predict behavior in programs designed to hire, train, and retain the hard-core unemployed. Identifies a set of variables and specifies their interrelationships with participation and performance.

Gray, Irwin and Theodore B. Borecki.
Training programs for the hard core; what the trainer has to learn. Personnel, vol. 47, no. 2, March-April 1970, pp. 23-29.

Discusses the five areas in which most problems of training the hard core have been found to fall: instructor-trainee relationships, trainee background, instructor flexibility, relevance of material, and practicality of illustrations.

Grigg, Charles M., Alphonse G. Holtmann, and Patricia Y. Martin.
Vocational rehabilitation for the disadvantaged; an economic and sociological evaluation. Lexington, Mass., D.C. Heath & Co., 1970. 275 pp.

Analyzes selective procedures through which public assistance clients were sifted into or out of rehabilitation projects, describes the specific rehabilitation processes undertaken, and assesses the gross economic benefits to society and clients. Data were obtained from 14 research and demonstration projects conducted by the Vocational Rehabilitation Administration.

Gross, Edward.
Counselors under fire: youth opportunity centers. Personnel and guidance journal, vol. 47, no. 5, January 1969, pp. 404-409.

"Because of bureaucratic conditions of government programs, because of poverty and demoralization of clients, and because of race and other differences, counseling (except of a highly directive sort) is not possible. A group approach which takes into account the organized nature of the client population is personally recommended and described."

Gubins, Samuel.
The impact of age and education on the effectiveness of training; a benefit-cost analysis. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1970. 222 pp.

"This study examines Manpower Development and Training Act institutional training of the unemployed using benefit-cost analysis to determine the impact of a changing clientele on the economic efficiency of training and the effects of age and previous education on the benefits and costs of training."

Final report to U.S. Manpower Administration.
Doctoral dissertation, Johns Hopkins University, 1970.

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Programs for the Disadvantaged (Cont'd)

Hanline, Alan L.
Will Maslow work with the hard core? Training in business and industry, vol. 7, no. 3, March 1970, pp. 70-72, 84.
Briefly reviews Maslow's hierarchy of needs and shows how to apply his theory of motivation in working with hard core employed, as with the more advantaged.

Hansknecht, Joseph L., Jr.
Hard core and minority group training activities surveyed in Detroit. Training and development journal, vol. 23, no. 11, November 1969, pp. 50-51.
A survey of Detroit's American Society for Training and Development member firms revealed that two-thirds are involved in recruiting and hiring hard-core unemployed and one-half have specialized training programs. Presents survey questionnaire and findings.

Havighurst, Robert J.
Minority subcultures and the law of effect. American psychologist, vol. 25, no. 4, April 1970, pp. 313-322.
Educating the socially disadvantaged would be enhanced by an understanding of the nature of rewards and how they function in human learning. Suggests that external rewards rather than self rewards have more positive values for the disadvantaged.

Herskovitz, Frieda S.
The effects of an educational-vocational rehabilitation program upon the self-concepts of disadvantaged youth. Ann Arbor, Mich., University Microfilms, Inc., 1970. 179 pp.
Doctoral dissertation, University of Pennsylvania, 1969.
Abstracted in Dissertation Abstracts International, Vol. 30, no. 7, January 1970, p. 2801-A.

Hess, Wendell.
New dimension; recruitment, training, retention of the minority employee. Personnel administrator, vol. 14, no. 6, November-December 1969, pp. 14-16.
Reports on problems in establishing a highly-qualified staff to manage the Clearfield, Utah, Job Corps Center and makes suggestions for hiring and retaining minority and ethnic group employees.

Hiring the disadvantaged. The Office, vol. 70, no. 6, December 1969, pp. 24, 26, 28+.
Report on a survey conducted jointly by the American Society for Personnel Administration and the Bureau of National Affairs to reveal company policies on employing the disadvantaged. Replies were received from 200 personnel managers throughout the country representing a cross-section of business. "A large majority (86%) of the companies make a special effort to recruit the disadvantaged." Actions covered in the questionnaire included use of achievement and intelligence tests, requirement of a high-school diploma, bonding, orientation programs, and training.

Programs for the Disadvantaged (Cont'd)

Hoff, Wilbur.
Training the disadvantaged as home health aides. Public health reports, vol. 84, no. 7, July 1969, pp. 617-623.
Describes a program conducted during 1968 by the Alameda County Health Department, Oakland, California, with a one-year grant from the U. S. Office of Economic Opportunity. Results of the project indicated that older unemployed men and women from ghetto areas could be trained to become effective home health aides.

Hoffnung, Robert J. and Robert B. Mills.
Situational group counseling with disadvantaged youth. Personnel and guidance journal, vol. 48, no. 6, February 1970, pp. 458-464.
Reports on an experimental situational group counseling experience in an apprenticeship job training and counseling program for disadvantaged youth, aged 16 to 22, in Cincinnati. "Trainees who met twice weekly /with interdisciplinary teams of group leaders/ showed greater improvement in job performance and in overall adjustment than did those meeting once per week, while control subjects who did not receive counseling showed less gain than either of the counseled groups."

Hutson, Ronald H. and James R. Smith.
A community wide approach to training the hard-core. Personnel journal, vol. 48, no. 6, June 1969, pp. 428-433.
An account of a program to train the hard-core unemployed in Ypsilanti, Michigan. It was developed and administered on a community wide basis. Each trainee was given a personal sponsor, and before the training, employers pre-committed specific jobs to prospective trainees.

Iacobelli, John L.
A survey of employer attitudes toward training the disadvantaged. Monthly labor review, vol. 93, no. 6, June 1970, pp. 51-55.
Members of top management in private industry in the Cleveland area were surveyed for their attitudes toward financing and conducting training for regular and disadvantaged employees and on the proper roles for government and industry. It was found that industry is willing to bear the full costs for training the regular work force but prefers to have the Federal government pay one-half to three-fourths of the costs for disadvantaged workers, with the financial aid being channeled through industry.

Jacobson, Lee.
New careers. Training in business and industry, vol. 7, no. 8, August 1970, pp. 24-28, 33.
Explains the new careers approach to upgrading jobs for the disadvantaged, based on the idea that opportunity is the key to motivation. Describes the plan developed for the Oxford Chemical Company by the New Careers Systems Institute.

Jaffee, Cabot L. and Lorene Friar.
Use of simulation in training disadvantaged employees for secretarial positions. Training and development journal, vol. 23, no. 8, August 1969, pp. 30-34.
Account of a training effort which took place at the Nuclear Division of Union Carbide Corporation. It dealt with development of good secretarial skills other than typing and shorthand.

Programs for the Disadvantaged (Cont'd)

Janger, Allen R.
"New Start"-- for the harder hardcore. International Harvester's work-related, opportunity-oriented training program for the minority group unemployed. Conference Board record, vol. 6, no. 2, February 1969, pp. 10-19.
Detailed description of a program for the hardcore unemployed. A somewhat unique aspect of this program is its four-week pre-job orientation at an off-the-premises training center. This is followed by more traditional on-the-job training. Internation Harvester is encouraged enough to have extended the program.

Janger, Allen R.
What's been learned about managing the disadvantaged. Conference Board record, vol. 6, no. 12, December 1969, pp. 28-32.
Reports what companies have learned from experience gained with the National Alliance of Businessmen's JOBS program.

Job broker for the poor. Manpower, vol. 2, no. 7, July 1970, pp. 14-19.
The National Urban League has been quite successful in helping the disadvantaged to obtain jobs in various cities. With much of its financing from the Department of Labor, the League has set up programs to train, counsel, and place the disadvantaged. Success stories from different cities are reported.

Johnson, Lawrence A.
Employing the hard-core unemployed. New York, American Management Association, Inc., 1969. 224 pp. (AMA research study 98)
"This study was undertaken to find out what industry is doing to recruit, train, and retain the hard-core unemployed, to report the most successful methods, and also to discover how these company efforts are being perceived by residents of the urban ghettos." Information was gathered from executives, foremen, staff specialists, and employees of 43 U. S. companies and from ghetto residents of four large cities.

Johnston, Frank M.
Youth Opportunity Campaign--1968. Journal of Navy civilian manpower management, vol. 2, no. 4, Winter 1968, pp. 12-15.
Highlights developments of the Marine Corps program during 1968, including its goals, methods of publicizing the program, training offered the YOC employee and his supervisor, and counseling services available.

Jones, Jean J., Jr.
Hard-core unemployables: a good investment? Personnel administration, vol. 31, no. 6, November-December 1968, pp. 30-35.
Cites experience of Aerojet-General and Lockheed Aircraft to suggest that business is realizing a return on its investment in the hard-core unemployed. Points out that only by insuring profits will business be able to provide a long term solution to the hard-core unemployment problem.

Karp, William.
Basics of a hard core program. Training in business and industry, vol. 7, no. 6, June 1970, pp. 23-27.
Discusses the planning and implementation of a program to hire and train the hard-core unemployed. Author emphasizes that a company must carefully define the program before its launching, and that it must show hard-core employees that they have an opportunity to advance along a career ladder.

Keating, Stephen F.
Management's role in the urban crisis. S.A.M. advanced management journal (formerly Advanced management journal), vol, 34, no. 1, January 1969, pp. 19-24.
The president of Honeywell, Inc. enjoins his fellow businessmen to assume responsibility for urban programs. He goes on to describe steps his own company is taking to provide jobs and training for the hard core unemployed.

Kelly, F.J.
The disadvantaged (hard core) unemployed. Journal of occupational medicine, vol. 11, no. 3, March 1969, pp. 116-119.
An account of health related problems encountered at the Hotpoint Operations of the General Electric Company in Chicago when members of the hard-core unemployed were being hired.

Kennedy, Joanna B.
Use of audio-visual techniques in training the hard-core. Training and development journal, vol. 24, no. 2, February 1970, pp. 30-32.
Describes the audio visual program Abt Associates, Inc., of New York developed as part of the National Alliance of Businessmen JOBS program. Discusses each of three areas in which tapes can be utilized: Dissemination of information, skills development, and ego development. Suggests how they can support training programs for the hard core unemployed.

King, Albert S.
Managerial relations with disadvantaged work groups: supervisory expectations of the underprivileged worker. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1970. 323 pp.
To what extent have disadvantaged workers been shaped in their work performance by their supervisors' expectations? "The major question raised and examined with this research centers around determining if disadvantaged workers could perform appreciably better if their managers could be induced to expect more of them."
Doctoral dissertation, Texas Technological University, 1970.

Kirkikis, Barbara.
The learner program--an approach to planned employment of the culturally and economically disadvantaged. Journal of the College and University Personnel Association, vol. 20, no. 2, February 1969. pp. 41-57.
Describes a program of specialized training established at Southern Illinois University, Carbondale, an institution under the University Civil Service System.

Programs for the Disadvantaged (Cont'd)

Kranz, Harry.
Technical assistance: a friend in need. Manpower, vol. 1, no. 11, December 1969, pp. 22-25.
Illustrates the use of technical assistance contractors to help manage local manpower projects for the disadvantaged. Such contractors may diagnose the illness, prescribe the remedy and help administer the treatment. Cites the Charlotte, North Carolina Concentrated Employment Program and the Bridgeport, Connecticut New Careers Project.

Lawrie, J. W.
Making it--the hardest way. Psychology today, vol. 3, no. 6, November 1969, pp. 29-31, 60.
Considers cultural and psychological factors which bear on failures of efforts to aid the hardcore unemployed. Reports on several programs and suggests that those most likely to be successful will combine acculturation training with one-to-one on-going support.

Levitan, Sar A.
Federal manpower programs in a slack economy. Conference Board record, vol. 7, no. 11, November 1970, pp. 46-51.
Discusses adapting manpower programs to rising unemployment, the potentials of public employment, and the relationship of manpower programs and economic policy. "When unemployment rises, manpower expenditures should be shifted into the areas of public employment and training because private employers will be less willing to hire and train disadvantaged workers, and because many previously hired will be laid off because of slackening demand."

Levitan, Sar A, and Garth L. Mangum.
Federal training and work programs in the sixties. Ann Arbor, University of Michigan-Wayne State University, Institute of Labor and Industrial Relations, 1969. 465 pp.
"... this volume attempts to develop a broad base of factual and analytical knowledge by which some judgment can be made of the gaps in manpower programs and policies as well as needed inputs." Part one shows the development of programs for employment of the disadvantaged. Parts two through eight review such Federal programs as MDTA, Job Corps, Neighborhood Youth Corps and Vocational Rehabilitation.

Litton Industries, Inc.
Job related behavior rating scale, by Roy E. Buehler, John Sauer, and Gregory Gaustad. Alexandria, Va., Defense Documentation Center, 1967. 1 v.
Background, rationale, procedures and results of a study to develop and test a method for determining specific job related behavior required for job retention and to develop a rating scale to measure acquisition of the behavior by Job Corpsmen.

Luce, Charles F.
1001 good mistakes in training hard-core jobless. Employment service review, vol. 5, no. 12, December 1968, pp. 6-9, 15.
Chairman of the Board of Consolidated Edison Company of New York City, explains reasons for his firm's involvement in training the jobless. He reviews the retention rate of trainees, pay offered during training, training devices used, e.g. MIND (Methods of Intellectual Development), and illustrates how his company capitalized on its mistakes and experiences.

Luthans, Fred and Richard M. Hodgetts.
Government and business: partners in social action. Labor law journal, vol. 20, no. 12, December 1969, pp. 763-770.

A survey of 108 national and regional companies known to have social action programs was conducted to provide data on the social philosophy of business in the United States and its relationship with the public sector. Included in the results were suggestions related to employment policies and programs for the hard-core unemployed and for members of minority groups. While most firms felt that their activities were primarily self-generated, they also felt that government should assume some of the financial responsibility for the programs.

Mangum, Garth L.
MDTA; foundation of Federal manpower policy. Baltimore, Md., Johns Hopkins Press, 1968. 184 pp.

"... provides a useful case study of the legislative and administrative history of MDTA," examining the "political response to changing economic conditions that have affected the Act, the advantages of bipartisan sponsorship, and the problems of translating legislation into effective programs." Dr. Mangum concludes that the original objective of the Act, the reduction of the unemployment rate, has not been realized.

Manpower Science Services, Inc.
Role modeling and role playing in employability development agencies. A manual for practitioners, vocational workers, and counselors containing principles, their applications in practice, and their empirical sources. Prepared by Harvey Bertcher and others. Ann Arbor, Mich.? 1969? 113 pp.

Manual prepared to be of direct usefulness to employment agencies serving the disadvantaged. The novel format in which principles, examples and supporting literature are presented simultaneously but on different portions of the page, results from emphasis on the practical approach.

Margulies, Newton.
An integrated approach to supervisory training for hiring the hard-core. Training and development journal, vol. 24, no. 8, August 1970, pp. 42-44.

Description of the supervisory training portion of a total training effort of a large company in the aerospace industry. The particular program had implications beyond the supervisor's relationship with the hard core employee, focusing on his total supervisory style.

Michigan. State University. School of Labor and Industrial Relations.
Retraining under the Manpower Development Training Act; a study of the attributes of trainees associated with successful retraining, by Sigmund Nosow. East Lansing, 1968. 1 v.

Most striking results of retraining shown in this sample of 406 trainees occurred for persons marginal to the labor force--the youthful, aged, poorly educated, non-white, and women. Other findings: "Past educational and occupational experience did not significantly influence retraining outcomes; ... Where universalistic criteria prevail, non-white trainees are more successful than are white trainees (hospital occupations in this case); ... Among the most successful trainees were female heads of households, who were significantly more successful than were other groups." Prepared under contract with the U. S. Manpower Administration.

Michigan. University. Survey Research Center.
Inner-city Negro youth in a job training project; a study of factors related to attrition and job success, by Gerald Gurin. Final report. Ann Arbor, 1968. 146 pp.

"This report presents the results of a study into the backgrounds and motivations of the trainees who went through the first year of the Chicago JOBS Project (JOBS refers to Job Opportunity Through Better Skills). Also treated is the relationship between trainee success in the job world following the program, and the background and motivation factors."

Prepared under a contract with the Office of Manpower Policy, Evaluation and Research and the Office of Education.

Michigan. University-Wayne State University. Institute of Labor and Industrial Relations.
Job development for the hard-to-employ, by Louis A. Ferman. Ann Arbor, 1969. 85 pp. (Policy papers in human resources and industrial relations no. 11)

The term "job development" is used to describe activities involved in finding jobs for the disadvantaged and helping them retain jobs after placement. The report provides a guide to activities and strategies of multi-agency job development programs.

Middlekauff, Robert M.
Employing the disadvantaged: three viewpoints. Arbitration journal, vol. 24, no. 3, 1969, pp. 143-160.

Excerpts of addresses by spokesmen of management and labor and a professional arbitrator. They concern problems connected with employing the disadvantaged, including effects on the individual, the workforce, management, unions and the arbitrator.

Minnesota. University. Center for Sociological Research
The frontier of action; new careers for the poor-- a viable concept, by R. Frank Falk. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1969, 1 v.

Brings together research on programs to train disadvantaged adults. Considers the effects of training on the mobility orientations of enrollees, effects on their role sets, and on their self-conceptions. Also covers their job interests and satisfactions, the effects of higher education on them, and the differences between those who drop out and those who complete the programs.

Morse, Dean.
The peripheral worker. New York, Columbia University Press, 1969. 202 pp.

In his foreword, Eli Ginzberg states the work "has helped to throw new and penetrating light onto the employment problems facing the disadvantaged, youth, older persons, and women." "Peripheral" is defined here as all those who worked less than full time the full year, without distinction as to reason.

Prepared for U. S. Manpower Administration under Contract no. 26231-26244, authorized by Title I of Manpower Development and Training Act.

Murray, John R., III.
A study of the generality of the Herzberg two-factor theory of motivation to elements of the chronically under-employed and unemployable population. Ann Arbor, Mich., University Microfilms, Inc., 1969. 60 pp.
Master's thesis, Western Michigan University, 1969. Abstracted in Master's Abstracts, vol. 7, no. 4, December 1969, p. 194.

Nadler, Leonard.
Helping the hard-core adjust to the world of work. Harvard business review, vol. 48, no. 2, March-April 1970, pp. 117-126.
Support systems aimed at employee attitudes are required adjuncts to hard-core job training. Harvard Business Review commissioned a study of five companies with ongoing support programs which are here described--the pretraining preparation, the training support, job linkage and follow-up procedures.

Nadler, Leonard.
Minority group employment: Unforeseen benefits of specialized supervisory training. Personnel, vol. 46, no. 3, May-June 1969, pp. 17-26.
A consultant for the National Alliance of Businessmen comments on beneficial overall company reevaluation as a result of preparing to receive the hard-core unemployed. In the seven situations he observed, some of the areas requiring clarification were orientation, probation, lending money to employees, employee health, career ladders for new-hires, motivation and supervision. Policies and training were required not only for the disadvantaged but also for the first-line supervisor.

Nadler, Leonard.
Multiple consulting approaches of the trainer and the hard-core unemployed; a modification of a training function model. Training and development journal, vol. 23, no. 2, February 1969, pp. 8-12.
Article develops the concept of the training director as a "contributor to organizational problem-solving" in the context of training the hard-core unemployed. The particular program involved is that of the National Alliance of Businessmen (NAB). The trainer is expected to be an advocate, expert, alternative identifier, catalyst, and process specialist.

Naisbitt, John.
The great alarm-clock revelation and other myths about hiring and training the hard core. Training in business and industry, vol. 6, no. 11, November 1969, pp. 45-49.
The hard-core are not a strange or unique kind of human being but unemployed people with much to bring to a job. It is often personnel policies, organizational structure, and the attitudes of management that inhibit the achievement and upward mobility of the hard-core rather than inherent and/or insurmountable characteristics.

National Association of Manufacturers.
Effectively employing the hard-core. An aid to companies joining the growing effort of industry to help resolve basic social problems. Prepared by Urban Affairs Division. New York, 1968. 36 pp.
The urban Affairs Division of the National Association of Manufacturers surveyed companies nationwide to identify those which had developed successful and innovative hard-core employment programs. Guidelines based on their experiences are presented here.

Programs for the Disadvantaged (Cont'd)

National Industrial Conference Board, Inc.
Business amid urban crisis; private-sector approaches to city problems, by Barbara J. Flower. New York, 1968. 80 pp. (Public affairs study, no. 3)

"The subjects dealt with include employment of the disadvantaged (reaching them, hiring them, training them, helping them adjust, to the work situation), housing, transportation, education, community health, law enforcement, economic development, community planning, and efficient local government." Based on a survey of 356 U.S. firms, report covers both independent corporate programs and cooperative ventures between public and private agencies.

National Industrial Conference Board, Inc.
Education, training, and employment of the disadvantaged. New York, 1969. 76 pp. (Studies in public affairs, no. 4)

Reports opinions, comments, and questions of panelists from industry, government, and the professions on basic education, job training, and job planning and development for the disadvantaged. Appendices describe programs of special interest.

National Industrial Conference Board, Inc.
Managing programs to employ the disadvantaged, by Allen R. Janger and Ruth G. Shaeffer. New York, 1970. 122 pp. (Studies in personnel policy no. 219)

An analysis of the ways in which approximately 100 companies manage their programs for employing the disadvantaged. Considers such areas as promotability, supervisory training, and manpower utilization. Seven company programs are analyzed in detail in Part 2.

National Industrial Conference Board, Inc.
The urban dilemma; seven steps toward resolution. Presentations made to the Public Affairs Research Council, September 17, 1969, New Orleans, Louisiana. New York, 1969. 60 pp. (Public affairs conference report, no. 7)

Partial contents: The Management Council for Bay Area Employment Opportunity; Chase Manhattan Bank's white-collar training of the hard-core unemployed.

New York (State). Department of Labor.
After training; a followup report on MDTA- course graduates. Albany, 1969. 15 pp. (Research Bulletin 1969, no. 11)

Survey relates to employment and hourly wages for 1967 and prior years.

New York University. School of Commerce.
Industry hiring requirements and the employment of disadvantaged groups, by Daniel E. Diamond and Hrach Bedrosian. New York, 1970. 390 pp.

This research study dealt with specific employer hiring requirements, preferences, procedures, and job performance in ten occupations in the New York and St. Louis standard metropolitan statistical areas. Requirements such as sex preferences, education, experience, worker traits, and appearance were analyzed to determine variance in practice, compare requirements with personal characteristics of employees and relate them to job performance.

Prepared for the U.S. Manpower Administration.

Odiorne, George S.
Green power; the corporation and the urban crisis. New York, Pitman Pub. Corp., 1969. 196 pp.
A "hard-nosed" book for businessmen and students of business. Mr. Odiorne advises the businessman who wants to see the system survive, work well, and prosper: "To do that, you will hire the hard-core unemployable, ex-convicts, drop-outs, those who have already flunked your tests and interviews." He explores alternatives and offers practical advice on action by executives, middle management, and foremen to help smooth "the rocky road ahead."

Oliva, Max.
Selection techniques and the black hard-core male. Personnel journal, vol. 49, no. 5, May 1970, pp. 424-430.
Comments on background and psychology of the Negro hard-core. A reevaluation of all employment practices is suggested with thought in mind that the hard-core, through training and counseling, can in the long run succeed in learning job skills. How selection practices including interviewing, testing and application forms can be adapted to the hard-core is discussed.

Operations Research,Incorporated.
Benefit-cost analysis of manpower training programs; a critical review, by Armando Lago. Silver Spring, Md., 1968. 64 pp. (Technical memorandum 152-68)
Review draft.

Peaks, Clarence.
Don't give a man a fish--teach him how to fish! Personnel administrator, vol. 14, no. 6, November-December 1969, pp. 23-25.
Asserts that we need the total commitment of industry to providing opportunities for and recruiting and developing the culturally disadvantaged. Presents guidelines to identify areas where analysis and evaluation can be used to improve the effectiveness of hard-core hiring.

Pennsylvania State University. Audio Visual Services.
Films concerning the education and social problems of the disadvantaged. University Park, Pa., 1969. 13 pp.

Pennsylvania. State University. Institute for Research on Human Resources.
The development and utilization of human resources; a guide for research, by Jacob J. Kaufman, Grant N. Farr, and John C. Shearer. University Park,1967. 91 pp.
As a result of eight seminars held to explore the development and utilization of human resources, report seeks to identify those areas of research to which public policy should be addressed. Particular attention is focused on those disadvantaged by reason of geography, sex, age, race, or inadequate skill or education. Research performed under contract with the U. S. Office of Education.

Programs for the Disadvantaged (Cont'd)

Pennsylvania. State University. Vocational Education Department.
Effects of field and job oriented technical retraining on manpower utilization of the unemployed, by David C. Bjorkquist. Bethesda, Md., Educational Resources Information Center, 1968. 168 pp.
Research study to compare effectiveness of field and job oriented training of technicians under the MDTA program. 91% of the job-oriented and 63% of the field oriented graduates were employed. There were no significant changes in many areas except field oriented graduates earned higher average weekly salaries.

Philadelphia. Manpower Utilization Commission.
A study of the effects of pre-vocational training and family service counseling on the long-term unemployed; final report. Philadelphia, 1969. 1 v.
Prepared for Manpower Administration under research contract number 14-64.
"... covers research based on the premise that the long term unemployed male needs to be given preparation on how to become a worker before he can be successfully trained for, or accept and handle employment." Four Philadelphia community agencies were the participants in the research.

Piore, Michael J.
Public and private responsibilities in on-the-job training of disadvantaged workers. Cambridge, Massachusetts Institute of Technology Department of Economics, 1968. 37 pp. (Department of Economics working paper, no. 23)
Discusses training as related to opening primary employment to the disadvantaged, the dual labor market, and implications of the analysis for public policy.

Powledge, Fred.
New careers; real jobs and opportunity for the disadvantaged. New York, Public Affairs Committee, Inc., 1968. 24 pp. (Public affairs pamphlet no. 427)
"What is 'New Careers'?" "Why are new careers needed?" Answers these and other questions about the people and the programs to develop paraprofessionals to meet manpower shortages as well as help the disadvantaged.

President's Council on Youth Opportunity.
Manual for youth coordinators. Washington, U.S. Govt. Print. Off., 1969. 171 pp.
Manual is intended to offer guidance in developing comprehensive community programs of employment, education, and recreation for youth.

Princeton Manpower Symposium, 1968.
The transition from school to work. A report... Princeton, N.J., Princeton University, Industrial Relations Section, 1968. 282 pp.
Experts from business, education, government, unions and associations participated in a two-day meeting at Princeton to discuss youth unemployment and ways to develop bridges for noncollege-bound youth between school and work. This volume contains ten papers from that meeting. Consideration is given to youth unemployment in the United States, in Great Britain, and in selected other countries, and to mechanisms for facilitating the transition from school to work.

Private initiative in the training and development of the hard core. In Industrial Relations Research Association. Proceedings of the twenty-second annual winter meeting, New York, N. Y., December 29-30, 1969, ed. by Gerald G. Somers. Madison, University of Wisconsin, 1970, pp. 54-83.

Purcell, Theodore V. and Rosalind Webster.
Window on the hard-core world; if you hope to help people in the ghettos to enter the world of industry, you must understand the world from which they come. Harvard business review, vol. 47, no. 4, July-August 1969, pp. 118-129.

Case histories of some of the participants of the Westinghouse Electric Corporation's Occupational Training School and of the reactions of some of the white blue-collar workers to the new program.

Rand Corporation.
Employers and manpower training programs; data collection and analysis, by D. H. Greenberg. Santa Monica, Calif., 1968. 78 pp. (RM-5740-OEO)

"This Memorandum utilizes data collected directly from the personnel files of 16 companies who hired graduates from four manpower training programs. ... Besides supplying information about individuals hired from these programs, 11 of the companies provided similar data on a control group. The purpose of the investigation was to explore the advantages and disadvantages of a company approach to follow-up as opposed to direct interviews with training program graduates, and to evaluate the four local training programs."

Rasmussen, Dale D.
The determinants of rates of return to investment in on-the-job training. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1969. 149 pp.

An evaluation of the profitability of the public investment in OJT, including cross-sectional regional data. The author concludes that "based on the results achieved by testing the regional model, the success of OJT is predictable given the values of the determinants of the rate of return," and "The regional model indicates that the higher the percentage of non-white trainees, the higher the expected rate of return to investment in OJT."

Doctoral dissertation, Southern Methodist University, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 8, February 1970, p. 3160-A.

Research Institute of America.
What can you do about the hard-core unemployed? New York, 1968. 82 pp.

A guide for businessmen outlining the problems and offering solutions for recruiting, interviewing, testing and training the disadvantaged. Appendix A is a list of "Local sources of help in 80 major American cities" and Appendix B lists "Regional offices of key manpower agencies."

Reubens, Beatrice G.
The hard-to-employ; European programs. New York, Columbia University Press, 1970. 420 pp.

An in-depth study of programs to assist the hard-to-employ in Sweden, the United Kingdom, France, Italy, West Germany, the Netherlands, Belgium, Norway, and Denmark. Examines lesiglation as well as formal policies. Includes case studies. Foreword by Eli Ginzbeeg.

Riessman, Frank, Lee Jacobsen and Leonard Granick.
Upgrading: the next priority in manpower policy. Urban affairs quarterly, vol. 6, no. 1, September 1970, pp. 33-40.
Explains the new careers approach to upgrading the unskilled worker. Describes the Oxford Plan designed by New Careers Systems Institute, New Brunswick, New Jersey, for Oxford Chemical Company. Summarizes the eight basic new careers concepts which it incorporates.

Riger, Morris.
The changing priorities in national manpower policy. The manpower effort: a summary. Economic and business bulletin, vol. 21, no. 3, Spring 1969, pp. 10-22.
Considers today's policies and programs and requirements for the future. Some of the specific programs considered are the Concentrated Employment Program (CEP), Job Opportunities in the Business Sector (JOBS), and The Work Incentive Program (WIN).

Rosen, Hjalmar and Melvin Blonsky.
Dual standards in employing the hard core. Personnel administration, vol. 33, no. 2, March-April 1970, pp. 4-7, 14-16.
Based on two research studies of "hard-core" hiring, the authors develop guidelines to make such projects more meaningful and successful. Problems of hiring standards, job attitudes, and discrepancies in standards are discussed and illustrated. Suggest rewarding supervisors who train hardcore trainees by various means, having a variable salary rate for trainees and designating this group specifically as "trainees."

Rosen, Howard.
Our active manpower system; challenges and responsibilities for employers. Presented at 19th annual institute for training specialists, New York State School of Industrial and Labor Relations at Cornell University, Ithaca, New York, June 6, 1969. Washington, U. S. Manpower Administration, 1969. 17 pp.
Discusses the development of the Federal government's manpower program, and the responsibilities of employers and training specialists in making productive workers out of disadvantaged citizens.

Rosen, R. A. Hudson.
Foreman role conflict: an expression of contradictions in organizational goals. Industrial and labor relations review, vol. 23, no. 4, July 1970, pp. 541-552.
Ambiguities and conflicts appear to have developed in the foremen's position between management and worker in plants where special employment programs aimed at integrating the hard core into the workforce have been instigated. Examines the behavior of foremen in a situation where they had been given inadequate guidance in methods for handling the many new problems involved. Concludes that management must modify and order its goals if change is to be successfully accomplished.

Rosen, R. A. Hudson.
The world of work through the eyes of the hard core. Personnel administration, vol. 33, no. 3, May-June 1970, pp. 8-21.
A report of attitudes of the disadvantaged toward work as revealed through depth interviews with twenty-two hard core men hired by a midwestern utility company as part of a special employment program. In general, it appears that these men have motivation and goals similar to other workers; they want work that makes them feel worthwhile and helps them develop.

Rothman, Julius F.
A new look at manpower policy. American federationist, vol. 76, no. 8, August 1969, pp. 1-7.
Reviews efforts of the Federal Government to achieve full employment and provide jobs for the disadvantaged. Points out areas of union cooperation, progress achieved, and improvements needed.

Rutledge, Aaron L. and Gertrude Z. Gass.
Nineteen Negro men; personality and manpower retraining. San Francisco, Jossey-Bass Inc., Pub., 1967. 109 pp.
Case study of 19 Negro men, without previous successful employment, who participated in a retraining program in practical nursing conducted by Sinai Hospital in Detroit.

Schmidt, Fred H.
A repair shop for unemployables. Industrial relations, vol. 8, no. 3, May 1969, pp. 280-285.
Describes Transportation Opportunity Program (TOP) which trains the disadvantaged in truck driving and many forms of truck and automotive repairs. It is a successful program which combines the resources of UCLA's Institute of Industrial Relations and the Teamsters Union to train, with no screening of applicants, the poorest members of minority groups, usually the young drop-out and those over 45.

Schmidt, Reynold T.
A profile of hard-core personnel employed in heavy industry. Journal of occupational medicine, vol. 12, no. 4, April 1970, pp. 120-127.
"This study compares the characteristics, performance and behavior of three employee groups, hired in 1968 by the Kaiser Steel Corporation, Steel Manufacturing Division, as reflected in records generated during the everyday course of business." Paper presented at the Fourth Triennial Medical Conference of Kaiser Industries, Oakland, California, May 20-22, 1969.

Shaeffer, Ruth G.
Big brother to the disadvantaged. Conference Board record, vol. 6, no. 3, March 1969, pp. 10-15.
Details the program developed by the Homasote Company for employing and training the disadvantaged. The key to the success of their program seems to be a one-to-one big brother system.

Sims, James K.
They go back to school ... without leaving plant. Personnel administrator, vol. 13, no. 6, November-December 1968, pp. 9-10, 12.
Gives enthusiastic support to the Universal Achievement, Inc. "Golden Opportunity" program offered at Vendo Company in Kansas City to aid the high school dropout in earning his high school equivalency certificate. Favorable results were reported in such work-related areas as employee morale and in performance and attendance records.

Social Development Corporation.
New careers job development. Washington, 1969. 39 pp.
A how-to-do it manual for job development aimed at public agencies responsible for New Careers programs. The goals of the program include the provision of more meaningful work for the disadvantaged, better use of manpower resources for the organization, and improved service to the poor.
Prepared under contract with the Manpower Administration.

Social Development Corporation.
Training public health assistants. Washington, 1970. 20 pp.
Objective of the project was the training of disadvantaged high school graduates as sub-professionals in the field of public health, both to offer them a career opportunity and also to provide a new source of badly needed manpower.
Results of the study indicate the project "succeeded in committing these students to careers in the field of public health," but satisfactory career ladders are still not available to them. Appendix A is a sample job description for the public health assistant.
Evaluation of a demonstration project in the training of public health sub-professionals funded by the Office of Economic Opportunity.

Somers, Gerald G., ed.
Retraining the unemployed. Madison, University of Wisconsin, 1968. 351 pp.
Case studies evaluating retraining programs for the unemployed under Federal, state, muncipal, and union-management auspices. Includes data on numbers participating in and completing training, skills taught, and post-training employment experience.

Sommerfeld, Donald A.
Job training programs in Detroit: a comparative study. Ann Arbor, Mich., University Microfilms, Inc., 1969. 158 pp.
Doctoral dissertation, University of Michigan, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 5, November 1969, pp. 1807-A-1808-A.

Stagner, Ross.
A psychological perspective on manpower programs. Manpower, vol. 1, no. 2, February-March 1969, pp. 19-21.
In placing and training the hard-core unemployed new emphasis must be placed on meeting the psychological needs of the new employees--both by adapting the working atmosphere and by dealing directly with their needs and fears.

Sullivan, John F.
Assimilating the newly-employed hard-core. Training and development journal, vol. 24, no. 9, September 1970, pp. 44-48.
Problems commonly encountered in assimilating the disadvantaged into a working environment are discussed. In addition to training for both the worker and his supervisor, suggests evaluating supervisors not only on the production of their workers but also on how well they retain and develop those disadvantaged people assigned to them.

Sundquist, James L.
Community manpower systems. Personnel administration, vol. 33, no. 1, January-February 1970, pp. 17-21.
Examines the system of public programs for the training and employment of the disadvantaged. Maintains that Federal attention should be directed toward the planning process and a consultative role, leaving the local community to operate and integrate its programs.

Sundquist, James L.
The government as employer of last resort. Personnel administration, vol. 32, no. 6, November-December 1969, pp. 27-31.
Suggests making public jobs for the disadvantaged an integral part of the labor market, available to any worker who prefers them. Advocates a large-scale public employment program and stimulation of private employment through such programs as JOBS. Discusses a national population distribution policy and the use of incentives to attract ghetto industries.

Sundquist, James L.
Jobs for the hard core unemployed. Personnel administration, vol. 32, no. 5, September-October 1969, pp. 8-13.
First of three installments from "jobs, training and welfare for the underclass," one of the essays included in Agenda for the Nation, 1968, edited by Kermit Gordon.
Discusses the change in American industry's attitude toward hiring the hard core, types of incentive to be used, and transportation problems of poverty workers.

Tennessee Valley Authority.
Human resource development; programs and activities in manpower development and aid to education. Prepared by the Division of Personnel. Knoxville, 1969. 52 pp.
Summarizes current TVA and Federal programs in the human resource development areas of manpower training and aid to education. Among Federal programs discussed are the Cooperative Area Manpower Planning Systems (CAMPS), Manpower Development and Training Act (MDTA), Concentrated Employment Program (CEP), Job Opportunities in the Business Sector (JOBS) and Work Incentive Program (WIN).

They talk their way into jobs. Manpower, vol. 1, no. 3, April 1969, pp. 28-30.
The Adult Education Center, Inc. in New Orleans, has established a successful program of teaching standard English as a second language to disadvantaged women. The Center has the support of the business community which has been an important factor in placing graduates.

Thomas, William C.
Bring on the "hardcore" trainers. I love a parade. Management of personnel quarterly, vol. 8, no. 2, Summer 1969, pp. 4-9.
In an effort to quickly and successfully incorporate black workers into the organization, too many companies have resorted to slick, inadequate and mostly White-run training programs for supervisors. The author proposes that an accurate understanding of black workers is impossible without exposure to a broad cross-section of black opinion and suggests drawing this opinion from members of the local community.

/Three articles on training the hard-core unemployed./ Training and development journal, vol. 28, no. 7, July 1969, pp. 42-51.
Meeting the challenge of training the hard-core unemployed, the role of the Valley of the Sun Chapter in the Phoenix concentrated employment program, by Joe M. Acuff; Employing the disadvantaged fraught with challenges, a report on a conference at Michigan State University, by Virginia W. Baird; Training the hard-core unemployed, some of the problems and experiences by Lloyd L. Byars and Linda Schwefel.

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Toles, George E.
Project Leap. Manage, vol. 21, no. 4, February 1969, pp. 38-43.
To upgrade the skills of the work force, three Toronto, Canada companies launched Project LEAP (Leaside Education Assistance Project). The program provides workers who lack high school diplomas with a three-subject academic course with no loss in pay. Cites benefits to the individual and the company.

Tomol, Betty L. The President's Youth Opportunity Campaign. Washington, 1968. 7pp.
Paper prepared for Personnel Management for Personnel Specialists Course, U.S. Civil Service Commission, November 1968.

Trooboff, Benjamin M.
Employment experience after MDTA training; a study of the relationships between selected trainee characteristics and post-training employment experience. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1968. 207 pp.
Principal findings of this study of Atlanta, Georgia's MDTA trainees were: graduate respondents enjoyed a higher percentage of employment time than did dropout respondents and earned at a higher mean hourly rate; no meaningful relationship existed between the selected characteristics and percentage of time employed for graduates or dropouts; factors contributing to responsibility had a significant effect on percentage of time employed after training if such factors changed positively; trainee characteristics studied were not valid predictive devices as techniques of discriminant analysis.
Doctoral dissertation, Georgia State College, 1968.

Tucker, Michael F.
An experimental investigation of human relations laboratory training among disadvantaged Job Corpsmen. Ann Arbor, Mich., University Microfilms, Inc., 1970. 186 pp.
Doctoral dissertation, University of Utah, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 8, February 1970, p. 3904-B.

Tuckman, Bruce W. and John L. O'Brian, eds.
Preparing toteach the disadvantaged; approaches to teacher education. New York, N. Y., Free Press, 1969. 311 pp.
"Most important contribution of this book is the translation of the interdisciplinary approach and the experiences of the practitioner into a unique curriculum by means of which students' attitudes as well as skills can be developed." Each chapter developed by a specialist in his area.
Addresses itself to the problem: How do we train and nurture in a teacher the energy, enthusiasm, intellectual competence and concern necessary to educate the disadvantaged youth?

U.S. Advisory Council on Vocational Education.
Vocation education; the bridge between man and his work. General report... Washington, U.S. Govt. Print. Off., 1968. 220 pp. (OE-80052)
Comprehensive review of the development and potential of vocational education with particular reference to meeting the needs of the disadvantaged. Considers financing, administration research, teacher education, vocational guidance, supporting services and local programs. Each phase is evaluated and recommendations are included for the future. Chapter II explores the "Social and manpower environments of vocational education."

U. S. Bureau of Employment Security.
Employment orientation as provided in the TIDE program. Counselor's handbook. Washington, U. S. Govt. Print. Off., 1969. 1 v.

Based on experience gained in over 120 TIDE classes for disadvantaged youth conducted in 1966-67. Offers guidance to counselors regarding administrative problems, program materials, curriculum, and group process techniques. Also applicable to similar adult courses.

U. S. Bureau of Employment Security.
Report on experimental and demonstration project for the TIDE program, as an extension of the Summer Youth Demonstration Program in Youth Opportunity Centers. Washington, 1968. 53 pp.

Report on TIDE programs in 32 Youth Opportunity Centers, during the last half of 1967. Includes administrative problems encountered, program summaries, and Center summaries.

U. S. Bureau of Labor Statistics.
Major collective bargaining agreements; training and retraining provisions. Washington, U. S. Govt. Print. Off., 1969. 39 pp. (Bulletin no. 1425-7)

Covers the nature and method of training and the administration of training provisions. Includes such areas as on-the job-training, tuition aid, selection of trainees, wages during training and post-training guarantees.

U.S. Community Relations Service.
Putting the hard-core unemployed into jobs. A report of the Business-Civic Leadership Conference on Employment Problems, June 5-7, 1967, Chicago, Illinois. Washington, U.S. Govt. Print. Off., 1968. 2 v.

Sponsored by National Citizens' Committee for Community Relations and U.S. Community Relations Service of the U.S. Department of Justice.
Contents: vol. 1, Conference summary, vol. 2, Case studies.

U.S. Department of Commerce.
A program of narrowing the gap in the public and private employment sectors. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1969. 43 pp.

Study is designed to demonstrate the role technical aides can play in alleviating the shortages of highly skilled technical workers. Its purpose is also to show the opportunities for employment of the low skilled. Conducted in departments of the Denver city government, the study, in addition to dealing with the manpower shortages, also considers other efforts in the personnel area on behalf of the low skilled, e.g. waiving education requirements and changing test requirements for both employment and promotion.

At head of title: City and County of Denver, Colorado.

U. S. Department of Health, Education, and Welfare.
The role of organized labor in the vocational training and placement of hard-core youth. Washington, U. S. Govt. Print. Off., 1968. 1 v.

Report of a training project in Massachusetts "to explore mechanisms through which organized labor might involve itself more fully in new and existing programs for preventing and controlling youth crime." The major emphasis was on job development and the placement of youthful offenders.

Project conducted by the Labor Relations and Research Center of the University of Massachusetts.

U.S. General Accounting Office.
Improvements needed in contracting for on-the-job training under the Manpower Development and Training Act of 1962. Report to the Congress of the United States by the Comptroller General of the UnitednStates. Washington, 1968. 68 pp.
A review of the program carried out in the Los Angeles County area for providing disadvantaged and hard-core unemployed with on-the-job training through contracts awarded by the Department of Labor to private firms.

U.S. General Accounting Office.
Review of economic opportunity programs made pursuant to Title II of the 1967 Amendments to the Economic Opportunity Act of 1964. Report to the Congress of the United States by the Comptroller General of the United States. Washington, 1969. 228 pp.
Part 5, "Manpower programs," considers the concentrated employment program, the Job Corps, the Neighborhood Youth Corps, the Work Experience and Training Program and locally initiated employment and job creation programs.

U. S. Manpower Administration.
Breakthrough for disadvantaged youth. Washington, U. S. Govt. Print. Off., 1969. 256 pp.
An evaluative account of the experiences of fifty-five experimental and demonstration projects for the employment preparation and placement of disadvantaged youth. These projects tested new ideas and techniques which, if successful, were incorporated into subsequent programs. Partial contents: Impact on the community, Recruitment and community penetration; Testing, counseling, and supportive services; Basic education; Prevocational and vocational training programs; Job placement, creation, and development; Using the nonprofessional.

U. S. Manpower Administration.
The influence of MDTA training on earnings. Washington, U. S. Govt. Print. Off., 1968. 35 pp. (Manpower evaluation report, no. 8)
Study shows that occupational training combined where necessary with related manpower services results in upward earnings mobility for the majority of those who complete training.

U. S. Manpower Administration.
Neighborhood Youth Corps: a review of research. Washington, U. S. Govt. Print. Off., 1970. 56 pp. (Manpower research monograph no. 13)

U. S. Manpower Administration.
Orientation, counseling, and assessment in manpower programs. Washington, U. S. Govt. Print. Off., 1969. 19 pp. (MDTA experimental and demonstration findings no. 5.)
Outlines practical considerations for those who are designing and conducting orientation or counseling programs to acquaint the disadvantaged with job or training opportunities. Also provides the disadvantaged with tips on conduct during a job interview.

Programs for the Disadvantaged (Cont'd)

U. S. Office of Economic Opportunity.
Employment programs for the poor. A CAA manpower guidebook; community action program. Rev. ed. Washington, U. S. Govt. Print. Off., 1969. 63 pp. (OEO guidance 6102-1)
Book is designed as a tool for local Community Action Agencies in planning manpower services for the disadvantaged. It gives steps to follow, program essentials and resources available for carrying out a manpower program.

U. S. Office of Economic Opportunity.
Preliminary results of the New Jersey graduated work incentive experiment. Washington, U. S. Govt. Print. Off., 1970. 26 pp.
Preliminary data covering certain characteristics and reactions of the participants in an Office of Economic Opportunity experimental project to determine the effect of a system of income support on increasing or reducing work effort.

U. S. Social and Rehabilitation Service.
People power. A report of the National Citizens Conference on Rehabilitation of the Disabled and Disadvantaged, Washington, D.C., June 24-27, 1969. Washington, U. S. Govt. Print. Off., 1970. 158 pp.
Library also has working papers: 1, Delivering rehabilitation services; 2. Consumer involvement in rehabilitation; 3. Financing rehabilitation services; 4. The goal is mobility; 5, Legal rights of the disabled and disadvantaged.

University Research Corporation. National Institute for New Careers.
New careers perspectives, reprint series.... Washington, 1968-1969. 7 v.
Titles available: no. 2, Job and career development for the poor ... the human services, by Gertrude Goldberg; no. 3, Vocational rehabilitation and new careers, by Russell A. Nixon; no. 4, Mental health without walls, by Jacob R. Fishman and John McCormack; no. 5, Are our colleges really accessible to the poor? by Dorothy M. Knoell; no. 6, College for human services, by Audrey C. Cohen; no. 10, Recommendations and summary from Down the Up Staircase: A Study of New Careers Dropouts; no. 12, Successes and breakthroughs in new careers programs, by the New Careerist Staff of the National Institute for New Careers, University Research Corporation; no. 13, Establishing new careers programs; organizational barriers and strategies, by Robert Pruger and Harry Specht.

Upjohn, W. E., Institute for Employment Research.
A systems approach to new careers: two papers. Kalamazoo, Mich., 1969. 37 pp. (Methods for manpower analysis, no. 3)
Contents: Six steps to new careers, by Wretha Wiley, and A systems approach to manpower development in human services, by Sidney A. Fine.

Urban League of Greater New York, Inc.
New careers in private industry. Papers presented at a conference under the auspices of... and the New York Chamber of Commerce, New York, July 10, 1968 New York, 1968. 72 pp.
"... The Conference explored the possibilities of implementing a comprehensive training system in industry; case studies; and the integration of supplementary training services into the 'New Careers' model." Would motivate the disadvantaged to remain in the world of work by providing visible extra benefits and supportive services and would provide training for the supervisors of the disadvantaged.

Vontress, Clemmont E.
Cultural barriers in the counseling relationship. Personnel and guidance journal, vol. 48, no. 1, September 1969, pp. 11-17.
There are many cultural barriers between the counselor and his ghetto clients such as racial attitudes, ignorance of the client's background and language. Author discusses causes for each and suggests in-service and pre-service training to help overcome these blocks.
Related article "The alienated counselor," by Dugald S. Arbuckle follows on pp. 18-23.

Wakoff Research Center.
Disadvantaged youth approaching the world of work; a study of NYC enrolees in New York City. A final report, by Wallace Mandell, Sheldon Blackman and Clyde E. Sullivan. Staten Island, N.Y., 1969. 231 pp.
Reports on research concerned with the degree to which enrollees, their trainers and their potential employers shared a common understanding of the process and of the demands and benefits involved in entering into the work world. Among recommendations were that placements be made in "productive" work, that management of transitions be planned, and that programs be tailored to fit the youths involved. Discusses backgrounds of Negro employment and the entrance of children of poverty into work.

Washington, Bennetta B.
Administrating for human renewal. Defense management journal, vol. 6, no. 1, Winter 1970, pp. 16-21.
The Director, Women's Centers, Job Corps, tells of the goals of the Women's Job Corps program, of administering it, and of the values needed by its administrators.

Wayne State University.
A group orientation approach for facilitating the work adjustment of the hard-core unemployed. Final report, by Hjalmar Rosen. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1969. 190 pp.
Reports a project to achieve a lasting integration of hard-core unemployed Negro men into a corporate work force. Study is based on the assumption that effective employment depends on "dual acculturation," that of the hard-core hire to his new work environment and that of the company, particularly the first line supervisor, to the new employee.

Wein, Harvey J.
Training for Post Office test at YOC. Employment service review, vol. 5, no. 12, December 1968, pp. 41-45.
Describes a successful pilot project of the Los Angeles, California Florence Youth Opportunity Center. Covers recruitment practices, course material, and use of such training techniques as role playing to prepare the trainee for the interview. This was the first Post Office test training class in a Youth Opportunity Center.

Weissman, Harold H., ed.
Employment and educational services in the Mobilization for Youth Experience. New York, Association Press, 1969. 224 pp.
Volume three of a four volume series that deals with the background, history, experiences and insights of New York City's Mobilization for Youth Program, a multi-faceted project to aid the disadvantaged youth. This volume covers training and employment with each chapter written by an individual directly involved with the phase under discussion.
Program financed under grant from the Office of Juvenile Delinquency and Youth Development of the Dept. of Health, Education and Welfare.

Work orientations of the underemployed poor: report of a pilot study.
Journal of human resources, vol. 4, no. 4, Fall 1969, pp. 508-519.
Reports initial findings of a five-year study of how various elements of the poor population view work. Compares responses of a national sample of regularly employed workers with those obtained during the study.

Young, Stanley.
Manpower training; some cost dimensions. Amherst, University of Massachusetts, Labor Relations and Research Center, n.d. 48 pp.
"...Institutional manpower costs have several dimensions which will be explored in this report: (1) the particular contribution of Federal government, state government, and private industry to the total cost of MDTA (the institutional segment); (2) the cost of MDTA as part of the total cost burden of occupational training; (3) cost versus training requirements; (4) training return per tax dollar contributed; (5) cost-effectiveness; and (6) cost reciprocity."

Zalinger, Alvin D.
Job-training programs: motivational and structural dimensions. Poverty and human resources abstracts, vol. 4, no. 3, May-June 1969, pp. 5-13.
"It is my contention that ... the lack of decent, well-paying, and meaningful employment opportunities in our society at the present time, and the perception of this by the poor, is a more adequate explanation of the self-defeating behavior of the poor than any explanation based on the alleged disorganization of basic personality structure."

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U.S. Department of Transportation.
Transportation for the handicapped; selected references. Prepared by Office of Administrative Operations, Library Service Division. Washington, 1969. 26 pp. (Bibliographic list no. 1)
Chapter on transportation and the blind.

Utah. University. Regional Rehabilitation Research Institute.
Interpersonal relationships in rehabilitation counseling; a literature review, by Gary Q. Jorgensen and others. Salt Lake City, 1967. 56 pp. (RRRI bulletin no. 2, 1967)

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American Association of Workers for the Blind, Inc.
Employment of the blind: I. R. S. Conference and other papers. Washington, 1969. 30 pp. (Contemporary papers, vol. 4)
Contents: The Washington Conference on the Employment of the Blind, February 1969; New careers for the blind, by George A. Magers; Automation--access to opportunity, by Louis H. Rives, Jr.
"The Internal Revenue Service Story," by B. Frank White describes utilization of the blind throughout IRS. U. S. Civil Service Commission was a co-sponsor of this conference.

Angel, Juvenal L.
Employment opportunities for the handicapped. New York, World Trade Academy Press, 1969. 412 pp.
Handbook for the handicapped person seeking employment covering all aspects of his situation and needs: where he can find help, preparing a resume, preparing for the interview, etc. Also includes job analyses of 350 occupations open to disabled men and women.

Auerbach, Leon.
Gallaudet College Computer Center--the story of its 11-year success in training programmers for business, government, industry. Deaf American, vol. 21, no. 10, June 1969, pp. 3-4, 5-8.
Article cites the lead taken by Gallaudet College in establishing a computer center on the campus as early as 1958 and mentions several of the deaf graduates who have become top men in the field of programming. Manned by deaf graduates, the center still thrives and serves as a practice laboratory for deaf students being trained in higher mathematics and computer programming. Followed by an article in which five of the successful programmers mentioned above discuss the variety of tasks open and the promising opportunities for the deaf in the computer field. Panel conducted by Robert L. Swain, Jr.

The Handicapped--General (Cont'd)

Bachman, David D.
Work-release programs for adult felons in the United States; a descriptive study. Tallahassee, Fla., Division of Corrections, Research and Statistics Section, 1968. 100 pp. (Research monograph no. 3)
Master's thesis, Florida State University, 1968.

Becker, Leonard.
Where the training director can get help in teaching disabled workers. Training in business and industry, vol. 7, no. 10, October 1970, pp. 42-43.
Suggests several sources for assistance.

Black, Donald E.
The hiring policies of selected Iowa businesses and industries with respect to employment of blind persons. Ann Arbor, Mich., University Microfilms, Inc., 1970. 193 pp.
Doctoral dissertation, University of Northern Colorado, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 5, November 1970, p. 2144-A.

Conley, Ronald W.
A benefit-cost analysis of the vocational rehabilitation program. Journal of human resources, vol. 4, no. 2, Spring 1969, pp. 226-252.
Based on changes in earnings of rehabilitants over the period 1958-1967, it can be concluded that the state-Federal vocational rehabilitation program has successfully reached many of the handicapped.

Epilepsy Foundation of America.
A guide for helping the hard-core and/or handicapped jobseeker, by Donald S. Frank. Washington, 1968. 33 pp.
Manual to assist the staff of an experimental and demonstration project in providing employment for the jobseeking epileptic. Covers recruiting the epileptic, his counseling, job development, referral, and follow-up.

Epilepsy Foundation of America.
The multi-troubled jobseeker; the case of the jobless worker with a convulsive disorder, by Donald S. Frank. Washington, U. S. Govt. Print. Off., 1968. 24 pp. (Prepared under contract with Manpower Administration)
Report on a demonstration project to identify, counsel, and find jobs for jobless workers with a convulsive disorder.

Greenleigh Associates, Inc.
A study to develop a model for employment services for the handicapped. New York, 1969. 134 pp.
Considers kinds of services needed to aid the handicapped find employment, the adequacy of present services, and possible innovations in the development of services. Sections on the target population, a profile of the handicapped poor, and a model for employment related services, with applications.

The Handicapped--General (Cont'd)

Greenwald, Frederick.
A job therapy clinic. Journal of rehabilitation, vol. 35, no. 6, November-December 1969, pp. 10-12.
Reports on the attitudes of offenders toward finding work and of employees toward hiring them. Describes a job therapy clinic and its results. Participants were probationers and parolees as well as a control group of unemployed.

Holman, Richard J.
Change in self evaluation of vocational problems among physically, mentally, culturally handicapped clients during the vocational rehabilitation process. Ann Arbor, Mich., University Microfilms, Inc., 1969. 182 pp.
Doctoral dissertation, University of Wisconsin, 1968. Abstracted in Dissertation Abstracts International vol. 30, no. 1, July 1969, p. 133-A.

Hood, Ernie.
Freedom on the installment plan. Manpower, vol. 2, no. 8, August 1970, pp. 18-22.
Describes an Oregon work release community center program which enables rehabilitated prisoners to gradually adjust to the work world while learning new skills and earning a salary before they are released for parole.

Institute for the Crippled and Disabled.
TOWER; testing, orientation and work evaluation in rehabilitation. Rev. ed. New York, 1967. 120 pp.
Describes the TOWER technique as "that of the work sample, or miniature job task, the performance of which, under simulated employment conditions, reveals job aptitudes, potentials, limitations and needs." Offers guidelines for the administration of the program.

International Labour Office.
Adaptation of jobs for the disabled. Geneva, 1969. 86 pp.
Topics covered comprise the nature of occupational handicap, comparing handicaps with job demands, job adaptation for the disabled, and administrative and organizational problems. Includes assessment forms.

Jewish Occupational Council.
A follow-up counseling program; a study of the influence of continued counseling on the employability of disabled workshop trainees, final report, by Walter S. Neff, Beatrice Novick, Bernard Stern. New York, 1968. 144 pp.
"The findings support the main hypothesis of the study that a continuing post-workshop counseling program contributes to the vocational adjustment of workshop trainees, with some indications of differences in results between different disability categories." Investigation supported in part, by a grant, no. RD 1698-G, from Social and Rehabilitation Service, Department of Health, Education and Welfare.

The Handicapped--General (Cont'd)

Joint Commission on Correctional Manpower and Training.
Manpower and training in correctional institutions, by John J. Galvin and Loren Karacki. Washington, 1969. 88 pp.
Partial contents: Correctional institution systems and correctional employees; A new focus for rehabilitation: economic competence for offenders; The outlook for manpower needs. Appendix I is a list of personnel categories in the field--including jobs in institutions, in probation and parole agencies, and other support positions.

Joint Commission on Correctional Manpower and Training.
Offenders as a correctional manpower resource. Report of a seminar ... Washington, D. C., March 7-8, 1968. Washington, 1968. 102 pp.
Appendix C is a "Bibliography on New Careers and the Nonprofessional in the Human Services."

McDaniel, James W.
Physical disability and human behavior. New York, Pergamon Press, 1969. 231 pp.
Covers research on the psychology of the physically handicapped, factors which affect attitudes and mental health of the handicapped, and the effect that attitudes of others have upon them. Research on special motivation problems, and on learning and behavioral control difficulties is also presented.

Massachusetts. Vocational Rehabilitation Planning Commission.
Helping all the handicapped. Report of the .... Boston, 1969. 205 pp.
Report on efforts and programs for the care and rehabilitation of the physically handicapped, the mentally retarded, the aged, the offender and the disadvantaged in Massachusetts. Recommendations include the development of comprehensive rehabilitation programs with emphasis on the needs of certain geographic areas; designation of sheltered workshops in these areas; improved comprehensive research programs, placement procedures, etc.
Planning conducted by the Medical Foundation, Inc., and funded by the Rehabilitation Services Administration, HEW, and the Massachusetts Rehabilitation Commission.

Matlin, Norman and Carlos Albizu-Miranda.
The role of theory in vocational rehabilitation. Journal of rehabilitation, vol. 25, no. 6, November-December 1969, pp. 22-24, 39.
Reviews some theories of rehabilitation and suggests one in which the concepts of personality theory, occupational psychology and rehabilitation mesh to form a conceptual framework. Such a framework permits the development of a psychology applicable both to the handicapped and the able-bodied.

Minnesota. University. Industrial Relations Center.
Occupational reinforcer patterns (vol. 1), by Fred H. Borgen and others. Minneapolis, 1968. 261 pp. (Minnesota studies in vocational rehabilitation, vol. 24)
"The Occupational Reinforcers Patterns presented in this monograph complete the set of predictor variables specified by the Theory of Work Adjustment ORPs provide the vocational rehabilitation counselor with descriptions of work environments in terms of differential patterns of reinforcers for different occupations."

Monge, Joseph P.
Hiring the handicapped: opportunity, not charity. Management review, vol. 58, no. 2, February 1969, pp. 38-39.
Address at the Annual Conference, President's Committee on Employment of the Handicapped.

Muthard, John E. and Jack Hutchison.
Cerebral palsied college students; their education and employment. Gainesville, University of Florida, 1968. 137 pp.
Research aided by a grant from the United Cerebral Palsy Research and Education Foundation.

Muthard, John E., Neil S. Dumas, and Paul R. Salomone.
The profession, functions, roles and practices of the rehabilitation counselor. Gainesville, University of Florida, Regional Rehabilitation Research Institute, 1969. 121 pp.
Contents: Rehabilitation counselor roles and functions: implications for preparation and practice, by J.E. Muthard and R.R. Salomone; A summary of the University of Wisconsin programmatic studies of rehabilitation counselor function, by G.N. Wright; Professions project, by M.B. Sussman and Marie R. Haug; Study of the effectiveness of rehabilitation counselors as related to their level and type of education, by B.G. Johnson and R.A. Koch.
Result of conference held November 7-8, 1968, Washington, D.C.

Nagi, Saad Z.
Disability and rehabilitation; legal, clinical, and self-concepts and measurement. Columbus, Ohio State University Press, 1969. 329 pp.
"Three clinical teams, each working in a separate geographical area with a sample of applicants for disability benefits selected on the basis of carefully delineated qualifications, and each consisting of a social worker, a physician, a psychologist, an occupational therapist, and a vocational counselor, have undertaken to examine the criteria on the basis of which disability is measured, rehabilitation potential is assessed, and eligibility for benefits and services is determined."
The programs examined include one each in the categories of workmen's compensation, income maintenance, and protection and rehabilitation of the disabled. Those selected for referral to vocational rehabilitation agencies were followed to identify factors related to levels of achievement.

Novak, David W.
Social psychological processes and reaction to the handicapped. Ann Arbor, Mich., University Microfilms, Inc., 1970.
Doctoral dissertation, University of Kentucky, 1968. Abstracted in Dissertation Abstracts International, vol. 31, no. 4, October 1970, p. 2262-B.

Overs, Robert P.
Vocational appraisal of social security disability claimants. Personnel and guidance journal, vol. 47, no. 4, December 1968, pp. 313-317.
"Rehabilitation centers offering vocational appraisal services to Social Security disability claimants should be aware that the factors of plant physical examinations, age, race, social class, sex, and religion may be barriers to employment...." Thus, in recommending a claimant as employable, the center should offer direct placement help or a job-getting technique training program.

Penzer, William N.
Attitudinal predictors of judged vocational potential among vocationally disabled individuals. Ann Arbor, Mich., University Microfilms, Inc., 1969. 147 pp.
Doctoral dissertation, New York University, 1968. Abstracted in Dissertation Abstracts International, vol. 30, no. 1, July 1969, pp. 424-B-425-B.

Pownall, George A.
Employment problems of released prisoners. College Park? University of Maryland? 1969. 319 pp.
Research project regarding the employment experiences of released prisoners. "The conclusions of this study present a challenge to correctional administrators and correctional planners to improve the training and treatment programs so that released prisoners will be better prepared to enter society."

President's Committee on Employment of the Handicapped.
Awards and recognition. Washington, U.S. Govt. Print. Off., 1969. 27 pp.
A handbook describing eligibility requirements, nominating procedures, sponsorship, and awards for individuals or organizations that have made significant contributions to hire-the-handicapped programs.

President's Committee on Employment of the Handicapped.
Communications; a program guide, 1969-1970. Washington, 1969? 30 pp.
Increasing job opportunities for the handicapped depends on changing public attitudes about such individuals. Methods for publicity and occasions to use it are suggested.

President's Committee on Employment of the Handicapped.
Insurance industry ... working with and employing the handicapped. Panel presentation by Insurance Rehabilitation Study Group, Annual meeting.... Washington, U. S. Govt. Print. Off., 1968. Folder.
Describes what is being done in the areas of workmen's compensation, automobile and general liability, and life and health insurance to foster rehabilitation of the injured individual.

President's Committee on Employment of the Handicapped.
The seriously handicapped and the voluntary health agency; proceedings of a panel discussion, annual meeting, May 2-3, 1968. Washington, U. S. Govt. Print. Off., 1968. 43 pp.
See also the Annual Reports of the President's Committee.

Rosen, Hjalmar and Samuel S. Komorita.
A decision paradigm for action research: problems of employing the physically handicapped. Journal of applied behavioral science, vol. 5, no. 4, October-November-December 1969, pp. 509-518.
Reports use of the Ipsative Consequence Model to elicit responses to a specific problem area, employment of the physically handicapped worker. Presents conclusions related to decision structure and measurement, reactions to the proposition (employment of the handicapped), and the applicability of the design for remedial social action.

Russell, Harold.
Government, industry help the handicapped. NAM reports (National Association of Manufacturers), vol. 15, no. 47, November 23, 1970, pp. 6-8.
Brief remarks on efforts being made by American companies to hire the physically and mentally handicapped.

Satalott, Joseph and Lawrence A. Vassallo.
Hiring employees with nerve deafness. Journal of occupational medicine, vol. 11, no. 6, June 1969, pp. 319-321.
Recommends that noisy industries have effective conservation of hearing programs and that new employees with preexisting nerve deafness be hired when certain conditions are met.

Schweisheimer, W.
Jobs for handicapped workers. Supervision, vol. 31, no. 2, February 1969, pp. 5-6.
Cites past successes in placing handicapped workers in job to support the call for better utilization of this group.

Soothill, Keith.
The straight and narrow. Personnel management (Gt. Brit.), vol. 2, no. 5, May 1970, pp. 22-25.
The Apex Charitable Trust in Great Britain set up an agency called APEX to help ex-prisoners find employment. The evidence of a two-year study shows that employing an ex-prisoner has little effect, good or bad, on a healthy organization but the opportunity for a "working chance" may be inestimable to the individual.
See also following article entitled "The straight and narrow -- case studies," by Susanne Lawrence, pp. 26-27, 34, for experiences of companies and the ex-prisoners.

Stamford, John.
Saving employees from the scrap-heap. Personnel management (Gt. Brit.), vol. 1, no. 2, June 1969, pp. 40-43.
Encouraging the sick or the injured to earn their way back to health by tailoring jobs to their needs should be the policy of every company's personnel department. Exact job classifications identifying health factors and shorter hours with staggered starting and finishing times are two ways of accomplishing this. The program needs to be firmly managed for the sake of the individual and the morale of the company as a whole. Some suggestions for devising a policy are made.

Steinman, George.
Hard-core? hell, I would have hired him anyway. Training and development journal, vol. 24, no. 2, February 1970, pp. 34-37.
Saga of hiring a dropout with an arrest record--from orientation of the company personnel to hiree's adjustment a month later.

Ulan, Martin S.
Handicapped workers rate high as lab employees. Hospitals, vol. 43, no. 4, February 16, 1969, pp. 45-47, 106.
The first part of a three-year project funded by the Vocational Rehabilitation Administration was a study by the National Committee for Careers in Medical Technology. The results showed that handicapped workers are able to help fill the manpower shortages in hospital laboratories.

U. S. Advisory Council on Health Insurance for the Disabled.
Health insurance for the disabled under social security. Report... Washington, U. S. Govt. Print. Off., 1969. 44 pp.
Findings and recommendations regarding the need of the disabled for health insurance protection, and costs of providing it and methods of financing it.

Utah. University. Regional Rehabilitation Research Institute.
Interpersonal relationships in rehabilitation; a five year summary, by Frederick V. Janzen and others. Salt Lake City, 1969. 40 pp. (RRRI bulletin no. 5, 1969)
One phase of this multi-dimensional study was devoted to the relationship patterns which develop between the client and his counselor in job placement assistance. Some factors of important consequence to the quality of client-counselor interaction in rehabilitation counseling were the individual's self-concept and need for approval, similarity of attitudes and socio-economic values, and family involvement.
At head of title: Utah studies in vocational rehabilitation.

Wright, George N. and Ann B. Trotter.
Rehabilitation research. Madison, University of Wisconsin, 1968. 673 pp.

THE MENTALLY RETARDED AND MENTALLY RESTORED

Association for the Help of Retarded Children. New York City Chapter.
A survey of the employment status of mentally retarded adults in New York City. Report to the Office of Manpower Research, by Jack Tobias, Ida Alpert and Arnold Birenbaum. New York, 1969. 131 pp.
A survey of a random sampling of 1,836 mentally retarded persons who finished their schooling between 1960 and 1963. The study seeks to determine: "The current employment status of young adults...; patterns of employment of retarded workers in regard to their stability of employment earnings, occupations, and methods of acquiring work; ... extent to which retarded persons utilize public and/or voluntary social agencies in their efforts to find employment; ... practices of various social agencies in promoting employment for the retarded and the relative effectiveness of these efforts."

Brown, Janet K.
Mental patients work back into society. Manpower, vol. 2, no. 2, February 1970, pp. 23-25.
A program for mental patients at Vermont State Hospital in Waterbury is aimed at teaching patients marketable skills and providing social reorientation. Reports job successes of participants returning to the active labor force.

Cohen, Wilbur J.
Revolution in mental health. Personnel administration, vol. 32, no. 2, March-April 1969, pp. 4-8.
Discusses the implications of the revolution in mental health for business and industry. As community treatment expands, sees greater demands on industrial medical departments for decisions on ability or disability of mentally ill employees. Suggests the need for changes in the attitude of management to improve the work environment and make contributions to employee mental health and advocates that industry initiate research programs.

Gregory, Robert J.
The application for employment and job-seeking success among educable mentally retarded youth. Abstract of final report. Syracuse, N.Y., Syracuse University, 1967. 5 pp.
Results of this research indicate the usefulness of adding training in job-seeking skills to the comprehensive programs for educable mentally retarded youths.
Abstract of doctoral dissertation, Syracuse University, 1968.

Graham, Gerald H.
Recognizing emotional disturbance symptoms. Personnel administrator, vol. 15, no. 4, July-August 1970, pp. 3-7.
Results of a survey of personnel managers in companies which are members of the American Society for Personnel Administration. Their attitudes toward training, testing, counseling and fringe benefits for emotionally disturbed employees were solicited.
Indications are that companies are becoming more willing to deal with the emotional problems of employees as the related costs of absenteeism, behavior problems, alcoholism, etc. become evident.

Hansen, Carl E.
The work crew approach to job placement for the severely retarded. Journal of rehabilitation, vol. 35, no. 3, May-June 1969, pp. 26-27.
Reports on the crew approach to job placement being used in a program in California.

Kanter, Harold M.
The identification of elements which contribute to occupational success and failure of adults classified as educable mentally retarded. Ann Arbor, Mich., University Microfilms, Inc., 1970. 146 pp.
Doctoral dissertation, Arizona State University, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 9, March 1970, p. 3970-A.

Kelly, James M.
An analysis of management problems in employing mental retardates in competitive industry. Ann Arbor, Mich., University Microfilms, Inc., 1968. 212 pp.
Research based on experiences of employers in the Denver area in employing the mentally retarded. Study explored job performance and work adjustment and concluded that training should "emphasize emotional stability and social adequacy over skill training."
Doctoral dissertation, University of Colorado, 1967. Abstracted in Dissertation Abstracts, vol. 28, no. 9, March 1968, p. 3302-A.

Kelly, James M. and Alex J. Simon.
The mentally handicapped as workers--a survey of company experience. Personnel, vol. 46, no. 5, September-October 1969, pp. 58-64.
Conclusions derived from a survey of supervisors of retarded employees in competitive employment situations in the Greater Denver Metropolitan Area are: (1) "the majority of mentally retarded performed tasks assigned ... as efficiently and rapidly as normal employees," (2) utilization of the retarded in repetitive tasks will reduce labor costs caused by tardiness, absenteeism and high turnover.

Latzer, Paul J.
Hiring the mentally handicapped. The Office, vol. 69, no. 5, May 1969, pp. 43, 46, 48+.
Advocates hiring mentally retarded workers to fill routine jobs thereby solving turnover problems. Lists steps in their selection and placement, and tips on their supervision. Brief case histories are noted.

Pembroke, James D.
Retarded keep pace with jet meal service. Manpower, vol. 1, no. 3, April 1969, pp. 22-23.
The Sky Chefs, Inc., a division of American Airlines, has found that the mentally retarded take longer to train, but turn out to be capable, reliable employees who enjoy their work and have lower turnover rates.

Posner, Bernard.
Laundries mark retarded workers "ok". Manpower, vol. 1, no. 10, November 1969, pp. 12-13.
Reports the success of a project undertaken to open jobs for the mentally retarded. With adjustment came improvement in morale, productivity, and the ability to get along with others.

President's Committee on Employment of the Handicapped.
Seven years of progress; employment of the mentally retarded and mentally restored, 1961-1968. Washington, 1968. 9 pp.
Highlights of the nation's activities for the mentally handicapped, including Federal government programs.

President's Committee on Mental Retardation.
These, too, must be equal; America's needs in habilitation and employment of the mentally retarded. Prepared by President's Committee on Mental Retardation and the President's Committee on Employment of the Handicapped. Washington, U. S. Govt. Print. Off., 1969. 22 pp.
Outlines proposals for inclusion of the mentally retarded as active participants in America's labor force.

South Dakota. University. Department of Psychology.
The predictive assessment of the adult retarded for social and vocational adjustment; a review of research. Part II, analysis of the literature, by Henry V. Cobb. Final report. Vermillion, 1969.
Briefly analyzes a number of the research investigations into the rehabilitation and training of mentally retarded which were listed in the Part I annotated bibliography. Considers the implications for vocational counseling of this research.
Research project RD-1624-P of the Social and Rehabilitation Service.

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Alcoholism's terrible corporate toll: a 10 point program to reduce its ravages. Business management, vol. 35, no. 4, January 1969, pp. 56-61.
Commends the Kemper Insurance Group for its 10 step approach which places prime responsibility on the supervisor. Article includes list of commonly recognized symptoms, and a self-evaluation chart for determining alcoholism.

American Management Association, Inc.
Dealing with the alcoholic employee. New York, 1957-1966. 1 v.
Contents: Identifying the problem drinker on the job, by Harrison M. Trice; The supervisor and the alcoholic worker, by Donald and Nadine Robinson; New light on identifying the alcoholic employee, by Harrison M. Trice; The alcoholic, is he worth the effort, by American Management Association; What to say to an alcoholic, by American Management Association; How companies are dealing with alcoholism, by Heydon W. Buchanan.

Bisgeier, George P.
How many new employees are drug abusers? Industrial medicine and surgery, vol. 39, no. 8, August 1970, pp. 58-59.
Distinguishes between categories of drug misusers: the few-time experimenter, the recreational user, and the addicted user. Discusses the guidelines used by New Jersey Bell Telephone Company for handling the situation among applicants and among employees.

Business copes with alcoholics. Business week, no. 2043, October 26, 1968, pp. 97-98, 100, 102.
An increasing number of companies meet the problem of alcoholism with pre-treatment programs.

Carding, Anthony D. K.
Booze and business: can you mix them? Administrative management, vol. 30, no. 12, December 1969, pp. 20-22.
Supervisors should be able to recognize signs that may denote employee alcoholism and be able to direct the employee to proper counseling channels. Stresses rehabilitation rather than dismissal. Provides chart showing behavior of an alcoholic, crisis points, and signs visible in work habits.

Dorris, Robert T. and Doyle F. Lindley.
Counseling on alcoholism and related disorders. Beverly Hills, Calif., Glencoe Press, 1968. 123 pp.
This handbook for the counselor covers basic data on the disease and its effects, suggests counseling methods and discusses community resources, both lay and professional.

Garfield, Frederick M.
The drug problem and industry. Industrial medicine and surgery, vol. 39, no. 8, August 1970, pp. 55-57.
Employers can expect drug usage problems to increase among their working forces. Provides a list of basic functions of an industrial program for drug abuse prevention.

Habbe, Stephen.
The drinking employee--management's problem? Conference Board record, vol. 6, no. 2, February 1969, pp. 27-32.
Report on a survey conducted by the Conference Board showing the prevalence of "the alcoholic problem" in industry and programs to combat it. Executives from 160 companies participated. Survey dealt with both supervisory and non-supervisory personnel.

Habbe, Stephen.
Union-management cooperation and alcoholism control. Conference Board record, vol. 6, no. 7, July 1969, pp. 31-35.
Since management and the unions have something at stake in trying to retain the alcoholic in industry, it would seem that there would be good cooperation between them on alcoholism control programs. Study indicates that such programs succeed only if unions are consulted by management when the program is being planned and are kept advised of developments. Otherwise cooperation is in jeopardy.

Kelley, James W.
Case of the alcoholic absentee. Harvard business review, vol. 47, no. 3, May-June 1969, pp. 14-16, 18, 21-24+.
Detailed case study of an alcoholic employee in an electronics firm, his effect on other workers, on management and on productivity. Following the description is a discussion by three experts of the issues involved .

Malabre, Alfred L., Jr.
Employees who use drugs: a growing problem. Supervisory management, vol. 15, no. 7, July 1970, pp. 34-37.
Some companies are now trying to devise methods of screening drug-users when hiring, and are increasing efforts to educate their employees about drug usage. Problems such as thievery of company funds, sales of drugs on company premises, and law suits seem particularly stressful.
Condensed from The Wall Street Journal, May 4, 1970. Condensation also appears in Management Review, vol. 59, no. 7, July 1970, pp. 40-42.

Mellon, Lawrence J.
How Boeing handles alcoholism. Industrial medicine and surgery, vol. 38, no. 10, October 1969, pp. 317-322.

National Council on Alcoholism.
A cooperative labor-management approach to employee alcoholism programs. New York, 1970. 12pp.
An employee alcoholism program developed by the Labor-Management Committee of...

National Industrial Conference Board, Inc.
Company controls for drinking problems, by Stephen Habbe. New York, 1969. 124 pp. (Studies in personnel policy, no. 218)
Survey of problems, practices, resources and programs in 160 companies surveyed in 1968.

Patrick, Gordon M.
Alcoholism as a personnel problem. In Public Personnel Association. Social trends: their impact on the public service. Chicago, 1970, pp. 14-18. (Personnel report no. 701)

Perlis, Leo.
Drug abuse among union members. Industrial medicine and surgery, vol. 39, no. 9, September 1970, pp. 54-56.
To deal with drug abuse among union members Perlis proposes the establishment of union-management committees, union counsellors functioning on company time, health insurance programs for complete medical and hospital coverage including addiction, and the establishment of community facilities--public and voluntary--promoted by both unions and management. He suggests that much of this could be accomplished outside the area of collective bargaining.

Presnall, Lewis F.
What's wrong with alcoholism control programs? Personnel, vol. 47, no. 2, March-April 1970, pp. 38-43.
Beginning signs of employee alcoholism are discussed as well as the responsibilities of the supervisor and management.

Ritzer, George and James A. Belasco.
Cooperating on alcoholism: a union dilemma. Conference Board record, vol. 6, no. 7, July 1969, pp. 36-37.
Cooperation with management in alcoholic control programs would provide several advantages to unions but it compromises the union's traditional protective function. The union official must use discharge from the job as a threat to the alcoholic; then he must protect him from management against this eventuality.

Roman, Paul M. and H. M. Trice.
The sick role, labelling theory, and the deviant drinker. International journal of social psychiatry, vol. 14, no. 4, 1968, pp. 245-251.
This paper takes a sociopsychological approach to alcoholism and ways to deal with it. The authors suggest that the labelling of alcoholics and deviant drinkers as victims of disease can "serve to further develop, legitimize, and in some cases even perpetuate the abnormal use of alcohol." A tentative model of preventive intervention is proposed as one approach to alcoholism. The employer is seen to be in a position to bring effective pressure on the alcoholic by threatening termination for drinking on the job or the presence of a hangover. "This scheme of intervention is built on the assumption that the individual cannot perform a role in the work place if he is impaired, and the consumption of alcohol or the presence of a hangover is defined as impairment."

Rouse, Kenneth A.
Industry can help its problem drinkers. Personnel journal, vol. 47, no. 10, October 1968, pp. 705-708.
Comments on the growth and cost of alcoholism and on its recognition as a disease. Lists primary objectives of an industry alcoholism program and sources of help in conducting and establishing one.

Smith, David J.
Physicians duty to patient--to company. Industrial medicine and surgery, vol. 39, no. 9, September 1970, pp. 57-59.
Suggests to the physician an approach to drug abuse in industry. Basically he should keep informed and share his knowledge with others. Dr. Smith discusses decisions the employer must make and how the physician can help.

Smithers, Christopher D., Foundation, Inc., comp.
Understanding alcoholism; for the patient, the family, and the employer. New York, Charles Scribner's Sons, 1968. 257 pp.
Chapter 6, "A major health problem for industry," considers a company program for dealing with alcoholism, rehabilitation measures, costs, the supervisor as key man, the medical department, and unions and alcoholism programs.

Sohn, David.
Screening for drug addiction. Personnel, vol. 47, no. 4, July-August 1970, pp. 22-30.
Describes various screening procedures for drug addiction. Asserts: "Each personnel manager charged with employment policy must decide, with the help of legal counsel, the medical department, and the employee relation groups, how best to employ such screening procedures to effectively discharge his responsibility."

Stewart, W. Wayne, ed.
Drug abuse in industry. Symposium, May 18-19, 1970, Philadelphia, Pa., Miami, Fla., Halos and Associates, Inc., 1970. 268 pp.
Selected papers: Drug abuse in a small company, by Glen L. Weber; Drug abuse in a large company, by William Cunnick; Suggested procedures for drug abuse prevention, by Melvin H. Weinswig; Physician's duty to patient ...to company, by David Joe Smith; How many new employees are drug abusers? by George P. Bisgeier.
Sections on writing a policy on drug abuse and planning a program within the company.
Sponsored by Smith Kline & French Laboratories and others.

Sullivan, Vincent F.
How to stop problem drinking. New York, F. Fell, Inc., 1969. 228 pp.

Uhlmann, Frank W.
Alcoholism and the world of work. Employment service review, vol. 5, no. 12, December 1968, pp. 16-20.
Notes the prevalence of employee alcoholism, and cites efforts of various organizations to deal with the problem. Describes in some detail the Department of Labor's policies and its guidelines for the supervisor in dealing with an alcoholic.

Vavoulis, George J.
Recovered alcoholics make reliable workers; Minnesota Employment Security Department assigns one man full time to this task. Employment service review, vol. 5, nos. 10-11, October-November 1968, pp. 34-36.

What should you do about alcoholic workers? Modern manufacturing, vol. 3, no. 1, January 1970, pp. 14-15.
An interview with representatives of four large companies reveals extent of problems, policies on handling inebriated workers, and methods used.

Zalkind, Joseph G.
Is your office part of the drug scene? Administrative management, vol. 31, no. 1, October 1970, pp. 40-42, 44, 46+.
Discusses business and legal problems relative to employees who take or possess drugs. An individualized approach, seminars and community sessions, and having administrators who keep up-to-date on current drug information are suggested as helpful ways of coping with the problem.

FEDERAL EMPLOYMENT OF THE PHYSICALLY HANDICAPPED, MENTALLY RETARDED, MENTALLY RESTORED, THE REHABILITATED OFFENDER, AND THE ALCOHOLIC

Apple, Dorothy H.
Hiring the handicapped. Washington, 1970. 5 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, March 1970.

Baron, Henri W.
Employment of the rehabilitated offender in the Federal service: (1) posture of the Civil Service Commission; (2) The man on the job. Washington, 1970. 8 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, March 1970.

Blum, Richard G.
Modification of the work environment as it relates to the employment of the severely handicapped. Washington, 1970. 11 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, March 1970.

District of Columbia. Department of Vocational Rehabilitation.
A national follow-up study of mental retardates employed by the Federal government. Final report, by Hedwig W. Oswald. Washington, 1968. 135 pp.
Contains information about the "training, adjustment, counseling and employment of mental retardates ..." Investigation supported in part by Research Grant 2425-G from Division of Research and Demonstration Grants, Social and Rehabilitation Service, Department of Health, Education, and Welfare.

District of Columbia. Department of Vocational Rehabilitation.
State DVR role in implementing the Federal program for employment of mental retardates. Final report, by Leslie B. Cole and Hedwig W. Oswald. Washington, 1968. 62 pp.
Investigation supported in part by Research Grant 1799-G from Division of Research and Demonstration Grants, Social and Rehabilitation Service, Department of Health, Education, and Welfare.
Appendix D includes Experience with the Employment of the Mentally Retarded in Federal Government--annual reports for 1964, 1965, and 1966.

Gilbert, T. W.
Employment of the deaf in the Department of Commerce. Washington, 1969. 17 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, March 1969.

McCutcheon, Robert H.
The mentally restored; a proven manpower resource. Civil service journal, vol. 11, no. 2, October-December 1970, pp. 21-22.
An 8-year study of mentally restored employees at Hill Air Force Base showed them to be good loyal employees with work records competitive with the study's control group.

President's Committee on Employment of the Handicapped.
How Federal agencies have served the handicapped, 1969. Washington, U. S. Govt. Print. Off., 1970. 40 pp.
Summaries of reports submitted to the President's Committee on Employment of the Handicapped outlining highlights of their activities. Agencies included are HEW, Labor, VA, Agriculture, Transportation, HUD, Commerce and Civil Service Commission.

President's Task Force on Prisoner Rehabilitation.
The criminal offender--what should be done? Report.... Washington, U. S. Govt. Print. Off., 1970. 24 pp.
Appraises effectiveness of present prisoner rehabilitation programs and recommends future goals. Suggests conducting as much of the correctional process as possible in the community, establishing regional institutions and programs, improving job training, and directing the U. S. Civil Service Commission to devise a plan to stimulate Federal employment of ex-offenders.

Prevost, Sue.
Alcohol and the Federal service. Washington, 1968. 5 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, March 1968.

Rose, Edward F. and Hedwig W. Oswald.
Decade of change. Growth of the Federal government's program to hire the handicapped. Rehabilitation record, vol. 12, no. 5, September-October, 1971, pp.30-32.

Russell, Harold.
The handicapped: "Mutual benefits" in government service. Civil service journal, vol. 10, no. 2, October-December 1969, pp. 10-11.
Outlines various aspects of the Federal government's hire-the-handicapped program and points out areas where improvements can be made.

Stanard, Barbara J.
The Census Bureau's employment program for the mentally retarded. Washington, 1969. 1 v.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, March 1969.

U. S. Civil Service Commission.
Appointment of physically handicapped persons, by agency, calendar years 1969 and 1970. Monthly release; Federal civilian manpower statistics; May 1971, Table 13.
For years 1963-1968, the Bulletin table titled "Accessions and separations of Federal civilian employees" shows total and physically handicapped accessions for the United States and Washington, D. C. Metropolitan Area. Earlier tables listed in Personnel Bibliography Series no. 29.

U. S. Civil Service Commission.
Employment of the blind in Federal service. Prepared by Bureau of Recruiting and Examining, Manpower Sources Division, Office of Selective Placement. Washington, 1969. Folder. (BRE 23)
Relates the policy of the Federal Government toward hiring the blind and explains how blind applicants should apply for positions.

U. S. Civil Service Commission.
Employment of the deaf in Federal service. Prepared by Bureau of Recruiting and Examining, Manpower Sources Division, Office of Selective Placement. Washington, 1969. Folder. (BRE 22)
Explains policy, availability of special services, how to apply and certain testing and appointment procedures.

U. S. Civil Service Commission.
Employment of the mentally retarded in Federal service. Prepared by Bureau of Recruiting and Examining, Manpower Sources Division, Office of Public Policy Employment Programs. Washington, 1971. Folder (BRE 7)

U. S. Civil Service Commission.
Employment of the physically handicapped. Federal personnel manual, Chapter 306 (Subchapter 4); Employment of the mentally restored (Subchapter 5); Employment of the mentally retarded (Subchapter 6) See also Presidential Memorandum of September 12, 1963 (Federal personnel manual, Supplement 990-1, Book II, p. 87); Employment of public offenders (Subchapter 7). Washington, U.S. Govt. Print. Off., 1969-

U.S. Civil Service Commission.
Employment of the physically handicapped in Federal service. Prepared by Bureau of Recruitment and Examining, Manpower Sources Division, Office of Public Policy Employment Programs. Washington, 1971. Folder (BRE 8)

U. S. Civil Service Commission.
Employment of the rehabilitated offender in the Federal service. Prepared by Bureau of Recruiting and Examining, Manpower Sources Division. Washington, 1971. Folder (BRE-29)
Explains the policy of the Federal Government toward hiring the rehabilitated offender, the Civil Service Commission program, and how the offender should apply for a job.

U. S. Civil Service Commission.
Handbook of selective placement in Federal civil service employment of the physically handicapped, the mentally restored, the mentally retarded, the rehabilitated offender. Prepared by the Bureau of Recruiting and Examining, Manpower Sources Division, Office of Selective Placement. Washington, U. S. Govt. Print. Off., 1970. 48 pp. (BRE-12)

Federal Employment of the Physically Handicapped, Mentally Retarded, Mentally Restored, the Rehabilitated Offender, and the Alcoholic (Cont'd)

U. S. Civil Service Commission.
1968 Conference on Federal Employment of the Handicapped, June 11, 1968. Conference highlights. Prepared by Bureau of Recruiting and Examining, Manpower Sources Division, Office of Selective Placement. Washington, U. S.Govt. Print. Off., 1968. 24 pp.
Sets forth significant ideas concerning the rehabilitation and employment of the handicapped, as expressed by conference speakers and participants, many of whom are successfully employed handicapped individuals.

U.S. Civil Service Commission.
The outstanding handicapped Federal employee of the year. 1970 award program. Prepared by Bureau of Recruiting and Examining, Manpower Sources Division, Office of Public Policy Employment Programs. Washington, U.S. Govt. Print. Off., 1971. 23pp. (BRE-15)
Provides information about the award and biographic data on the finalists. (Earlier eds. also available)

U.S. General Accounting Office.
Substantial cost savings from establishment of alcoholism program for Federal civilian employees. Report to the Special Subcommittee on Alcoholism and Narcotics, Committee on Labor and Public Welfare, United States Senate. Washington, 1970. 30 pp. (B-164031(2))
The conclusion derived from this study is that the establishment of a government wide alcoholism program for Federal civilian personnel would more than pay for itself in terms of improved job performance, accident reduction, and the reduced need for medical services. Estimates of the prevalence of the problem, annual costs to the employer and their potential reduction from an effective program are provided.

U.S. Post Office Department.
For guidance in handling the problem of alcoholism. Washington, U.S. Govt. Print. Off., 1970. 12 pp. (POD publication 157)
Pamphlet briefly discusses alcoholism, giving its symptoms and suggesting methods to control it.

U. S. Public Health Service.
Alcoholism and the Federal employee. A report on a training conference, April 9-10, 1969. Washington, U.S. Govt. Print. Off., 1970. 88 pp.
Partial contents: The dimensions of the problem in occupational health, by Harrison Trice; Recent Civil Service Commission recommendations, by Frederick F. Bell.

Wright, Richard.
Deaf clerk-carriers in Post Office experiment. They learn rapidly and work faster than employees with normal hearing, officials say. Employment service review, vol. 5, nos. 10-11, October-November 1968, pp. 26-28.
The Interagency Board of U.S. Civil Service Examiners for Michigan, in cooperation with several local groups conducted a 4-day special training class for clerk-carrier positions in the Detroit area. Seventy-two deaf students successfully completed the course.

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U. S. Department of Health, Education, and Welfare.
Words on aging; a bibliography of selected annotated references compiled for the Administration on Aging by the Departmental Library. Washington, U.S. Govt. Print. Off., 1970. 190 pp. (AoA publication no. 216-A)

U. S. Employment Service.
Industrial gerontology; an annotated bibliography on industrial change and aging in the work force. Washington, 1968. 32 pp.
Includes material on pensions, training, and retraining, mobility, employment and placement, technological change and job redesign.

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Albee, Lou.
Over forty--out of work? How to win at the job-hunting game. Englewood Cliffs, N.J., Prentice-Hall, 1970. 194 pp.
Intended to help the unemployed older person deal objectively with himself, gives pointers on self evaluation, locating opportunities, preparing and using the resume, selling self, salary, attitudes, self employment, and suggestions for after finding the job.

Bauder, Ward W.
Modes of labor force withdrawal: the older citizen. In Iowa. University. Industrial Relations Center. An interdisciplinary approach to manpower research, ed. by Neil A. Palomba and Edward B. Jakubauskas. Ames, 1968, pp. 162-187.

Berkowitz, Monroe and Richard Burkhauser.
Unemployment and the middle-aged worker; testing a cross-sectional model. Industrial medicine and surgery, vol.39, no. 4, April 1970, pp. 40-44.
Findings in the study reported here "indicate that the older worker, because of his age, is more likely to be unemployed than a younger worker. The older worker who is also a black man, or poorly educated, or not highly skilled is even more likely to be unemployed. If his skill has become technologically inefficient or if he is caught in a stagnant industry, his unemployment probability is further compounded."

Burke, Ronald J.
Effects of aging engineer's satisfactions and mental health: skill obsolescence. Academy of Management journal, vol. 12, no. 4, December 1969, pp. 479-486.
"Forty-three engineering managers completed a questionnaire dealing with sources of job and life strains, work satisfaction, and mental and physical well-being." Older engineers showed greater stress, poorer physical and mental health and less satisfaction with their own performance. Skill obsolescence and age were shown to have a detrimental effect on the individual.

Dickinson, Gary.
Facts on sight and hearing in training adults. Training in business and industry, vol. 6, no. 10, October 1969, pp. 56-57.
Characteristics of older trainees should be taken into consideration when planning training programs in which they are to participate and when selecting instructional aids. Outlines methods of compensating for decline in vision, hearing, and physiological changes, in order to facilitate the learning process.

Dickinson, Gary.
The learning abilities of adults. Training in business and industry, vol. 6, no. 5, May 1969, pp. 54-55, 74-76.
Reviews research and discusses implications in planning training programs. "Age does not prevent learning" but the trainer, when dealing with older adults, should keep in mind the nature of the material he is presenting and the characteristics and backgrounds of his trainees. Additional guidelines are listed.

Florida. University of South Florida. Institute on Aging.
Basic concepts of aging; a programmed manual, by Thomas A. Rich and Alden S. Gilmore. Washington, U. S. Govt. Print. Off., 1969. 122 pp.
Facts about the aged: social aspects, education for, psychological and psychiatric views, biological and physiological aspects, recreative services for, and economic issues.
Prepared under grant with U. S. Department of Health, Education, and Welfare, Administration on Aging.

Floyd, Howard A.
Why some men sour after 40. Administrative management, vol. 30, no. 4, April 1969, pp. 22-23.
Business, in emphasizing youth, often overlooks and misuses the older men in a firm.

Goulette, George.
Physical factors to consider when training adults. Training and development journal, vol. 24, no. 7, July 1970, pp. 40-42.
Reviews the physical changes that accompany aging. These need not impede learning if the instructor is aware and compensates for them in his instruction of older persons.

Hartley, Keith.
How much is your age really worth? Personnel management (Gt. Brit.), vol. 2, no.3, March 1970, pp. 28-32.
Theoretical explanations involved in relating salary to age are followed by a discussion of a research project concerning the relationship of salary, age and performance of a group of 50 British salesmen in one company. Results were inconclusive but suggest doubt about the wisdom of relating age to salary structure.

Koyl, Leon F. and Pamela M. Hanson.
Age, physical ability, and work potential. New York, National Council on the Aging, 1969. 53 pp.
To deal with the problem of employment of the older worker, two techniques for measuring physical (and emotional) fitness for a specific job are described: The Gulhemp Scale developed by Leon F. Koyl; and the Specific Method, by Bert Hanman.

Lovelady, Steven M.
Forty plus: a self-help group for jobless executives. Management review, vol. 59, no. 1, January 1970, pp. 17-19.
Depicts the operations of Forty Plus, a group composed of unemployed executives who pool their efforts to help each other find jobs.
Condensed from the Wall Street Journal, October 22, 1969.

Marbach, G.
Job redesign for older workers; pilot study and survey in eight member countries. Paris, Organisation for Economic Co-operation and Development, 1968. 75 pp. (Employment of older workers, no. 5)

First section is a general discussion of the older worker--his numbers, characteristics and ways in which firms can ensure his full output. The second section cites examples of job redesign drawn primarily from the United States or Austria and points out its advantages over other types of assistance.

Marcus, Sumner and Jon Christoffersen.
Discrimination and the older worker; public policy not yet effective. Business horizons, vol. 12, no. 5, October 1969, pp. 83-89.
Discusses the employment problems of older workers, traces history of and analyzes the Age Discrimination Act of 1967, and points out management's obligations under the Act.

The minuses in being 40 plus. Manpower, vol. 2, no. 4, April 1970, pp. 14-19.
Two case studies on executives over 40, out-of-work, and facing the job market for the first time in many years. Article reports their experiences with Forty Plus of Washington, a non-profit group which helps to locate displaced executives. Tips for the older job hunter are given.

No one under 60 need apply. Manpower, vol. 2, no. 8, August 1970, pp. 28-32.
The Over 60 Counseling and Employment Service is a private, non-profit organization, created by Maryland's Montgomery County Federation of Women's Clubs to help place senior citizens in jobs. Over 60 offers counseling to retirees who have difficulty adjusting to positions of lower pay and lesser responsibility and holds training courses for those with no previous work experience.

Ohio. State University. Center for Human Resource Research.
The pre-retirement years; a longitudinal study of labor market experience of men, by Herbert S. Parnes and others. Columbus, 1970. vol. 2, 123 pp.
Sample covered men between 45 and 59 years of age, and showed changes in personal characteristics, labor force and employment status and in mobility.

Organisation for Economic Co-operation and Development.
Promoting the placement of older workers. Prepared by Manpower and Social Affairs Directorate, Social Affairs Division. Paris, 1967. 96 pp. (Employment of older workers no. 4)
Explores techniques for assisting operating personnel in advancing employment of the older worker. Discusses publicity and educational programs, employment services, counseling, testing, training and retraining, working with employers, and job development.

Peacock, Pamela.
Team approach to training. Personnel management (Gt. Brit.), vol. 1, no. 3, July 1969, pp. 14-15.
A husband and wife psychology team, Eunice and Meredith Belbin, have devoted their efforts to research on ageing--the problems of learning and retraining. Their interest is in older people in general but many of th ir studies have centered on the older worker and his trainability.

Peterson, David A.
Financial adequacy, retirement, and public policy: a study of the perceptions of older Americans. Ann Arbor, Mich., University Microfilms, Inc., 1970. 251 pp.
Doctoral dissertation, University of Michigan, 1969. Abstracted in Dissertation Abstracts International, vol. 31, no. 2, August 1970, p. 605-A.

President's Task Force on the Aging.
Toward a brighter future for the elderly. Report.... Washington, U. S. Govt. Print. Off., 1970. 60 pp.
Summarizes 24 recommendations intended to maximize the Federal government's contribution to the security, dignity and independence of elderly Americans. Recommendations are based on the Task Force's critical examination of problems of older people, review of public and private sector assistance for aging, and appraisal of present programs.

Sheblak, Vernon.
The older worker: employment and training. Training and development journal, vol. 23, no. 3, March 1969, pp. 4-8.
Author interviewed employers, older workers, school administrators, union officials and others in 16 states for insights into new aspects of employing and training the older worker, as a result of state and Federal legislation prohibiting age discrimination. Consideration is also given to counseling and testing older workers.

Shephard, R. J.
The working capacity of the older employee. Archives of environmental health, vol. 18, no. 6, June 1969, pp. 982-986.
Discusses the relationship of working capacity to productivity of older workers, the possibility of increasing productivity through training, and motivation to improve fitness.

Sheppard, Harold L.
The potential role of behavioral science in the solution of the "older worker problem". American behavioral scientist,, vol. 41, no. 1, September-October 1970, pp. 71-81.
"The main thrust of this discussion is that we may be moving toward a period in which greater efforts may have to be made to reduce the unnecessary and nonfunctional reasons for early retirement, in an effort to keep the dependency ratio at more tolerable levels, and to make retirement much more a question of an option on the part of the individual worker, coupled with a functional diagnosis of his employability based on factors other than year of birth."

Soloff, Asher and Brian F. Bolton.
The validity of the CJVS Scale of Employability for older clients in a vocational adjustment workshop. Educational and psychological measurement, vol. 29, no. 4, Winter 1969, pp. 993-998.
Report on validation of the Chicago Jewish Vocational Service Scale of Employability used to assess the potential employability of disabled persons.

Taylor, Jack W.
Now, about old dogs/new tricks. Personnel journal, vol. 47, no. 11, November 1968, pp. 786-788, 810.
The only things that can keep people over 40 from learning new skills and ways of thinking are negative attitudes and failure to try.

U. S. Administration on Aging.
Handle yourself with care; accident prevention for older Americans. Washington, U. S. Govt. Print. Off., 1969. 20 pp.

U. S. Bureau of Labor Standards.
Age discrimination prohibited in private employment; major provisions in state laws. Washington, U. S. Govt. Print. Off., 1968. 21 pp. (Labor law series no. 6-C)

U. S. Civil Service Commission.
Age requirements; maximum age. (Federal personnel manual, Chapter 338, Subchapter 6.)

U. S. Public Health Service.
Working with older people; a guide to practice. Washington, U. S. Govt. Print. Off., 1970. 4 v.
Contents: Vol. 1. The practitioner and the elderly; vol. 2, Biological, psychological and sociological aspects of aging; vol. 3, The aging person; needs and services; vol. 4. Clinical aspects of the elderly /to be published/.

Van Fossen, Arnold.
Life begins at 40. Training in business and industry, vol. 7, no. 2, February 1970, pp. 36-39.
Tells of off-the-job training program initiated by the Crouse-Hinds Company. The program, which takes place after regular working hours, is aimed at encouraging less-skilled employees to study and achieve higher positions. It has offered the trainees, especially those over 40, new skills, increased earnings and improved job outlook.

Weatherbee, Harvard Y.
The older employee--a neglected manpower resource. Personnel, vol. 46, no. 1, January-February 1969, pp. 31-36.
Draws attention to a major underutilized group--the worker over 40, giving reasons for his trainability and promotability. Article weighs arguments for and against hiring both the older and youthful worker and points out applications of a personnel data system in identifying untapped talent.

Weber, Arnold R.
A 'second career' for older workers. Manpower. vol. 1, no. 5, June 1969, pp. 19-21.
Along with advantages, notes problems associated with hiring the older worker, and suggests a new-careers program involving retraining and pension and benefit adjustments geared to their special needs.

Wisconsin. University. Industrial Relations Research Institute.
Evaluation of work experience and training of older workers; methodological considerations in the application of cost benefit analysis to Title V of the Economic Opportunity Act. A report prepared for the National Council on the Aging, by Gerald G. Somers. Alexandria, Va., Defense Documentation Center, 1967. 77 pp.

EMPLOYMENT OF WOMEN--SELECTED BOOKS AND ARTICLES

Bibliography

Business and Professional Women's Foundation.
Sex role concepts; how women and men see themselves and each other; a selected annotated bibliography, by Jeanne Spiegel. Washington, 1969. 31 pp.

Business and Professional Women's Foundation.
Working mothers; a selected annotated bibliography, prepared by Jeanne Spiegel. Washington, 1968. 24 pp.

California State Library. Law Library.
Bibliography on women's rights in employment. Prepared by Marija M. Hughes. Sacramento, 1969. 4pp.

Hughes, Marija M.
The sexual barrier; legal and economic aspects of employment. San Francisco, The Author, 1970. 35pp. (Women and American law, no. 1)

Michigan. University. Center for Continuing Education of Women.
Careers for college women; a bibliography of vocational materials, selected by Georgia P. Watermulder. Ann Arbor, 1968. 61 pp.
Listing of booklets and brochures about possible career opportunities; gives address of publishing body and price when available.

Princeton University. Industrial Relations Section.
Sex discrimination in employment. Princeton, N. J., 1969. 4 pp. (Selected references, no. 149)
A brief annotated bibliography covering attitudes toward women, salary differences, civil rights, etc.

Women in the public service. Public personnel review, vol. 31, no. 1, January 1970, pp. 62-65.
Brief bibliography.

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Adams, Mildred.
The right to be people. Philadelphia, J. B. Lippincott, 1966. 248 pp.
The story of the woman suffrage movement, what women won, what they did with the vote, and their current goals.

Allen, A. Dale, Jr.
What to do about sex discrimination. Labor law journal, vol. 21, no. 9, September 1970, pp. 563-576.
Though Title VII of the 1964 Civil Rights Act made sex discrimination unlawful, many state "protective" statutes continue to bar women from equal employment opportunities. Reviews arbitration and court decisions and summarizes EEOC guidelines for dealing with female employees.

American Association of University Women. Educational Foundation, Inc.
Counseling techniques for mature women; pilot research program. Report of the Adult Counselor Program, June 14-August 6, 1965, under contract with the U.S. Office of Manpower, Automation and Training. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1966. 158 pp.
Program to determine what a well-equipped adult counselor should have and know and how he should be trained. Sessions covered: The adult woman, her history, place in society, psychology, education; Counseling techniques and practicum; Economic aspects of counseling adult women.

American woman; what price liberation? New generation, vol. 51, no. 4, Fall 1969, entire issue.
Contents: A woman's place, by Ann Doubilet; The economics of women's liberation, by Joan Jordan; Women and the professions, by Cynthia Epstein; Double jeopardy: to be black and female, by Frances M. Beal; The ambivalent woman, by Anne Steinmann.

Bailyn, Lotte.
Career and family orientations of husbands and wives in relation to marital happiness. Human relations, vol. 23, no. 2, April 1970, pp. 97-113.
"The data of this study.... corroborate the hypothesis ... that a husband's mode of integrating family and work in his own life is crucial for the success--at least in terms of marital satisfaction--of any attempt of his wife to include a career in her life. There is evidence, as a matter of fact, that identifying the conditions under which men find it possible to give primary emphasis to their families while at the same time functioning satisfactorily in their own careers may be even more relevant to the problem of careers for married women than the continued emphasis on the difficulties women face in integrating family and work."
Data for this investigation was obtained from some 200 British women 1960 university graduates and from their husbands.

Bickel, Helen E.
An analysis of the work values of women: implications for counseling. Ann Arbor, Mich., University Microfilms, Inc., 1969. 193 pp.
Doctoral dissertation, State University of New York at Albany, 1968. Abstracted in Dissertation Abstracts, vol. 29, no. 11, May 1969, p. 3761-A.

Bird, Caroline.
The new woman: out to finish what the suffragette started. AAUW journal, vol. 64, no. 2, November 1970, pp. 3-5.
Examines the discontents of present day women liberationists, discusses reasons for their revolt, and compares today's rebels with those of other generations.

Carson, John J.
Sex and the public service. Public personnel review, vol. 31, no. 3, July 1970, pp. 154-156.
The Chairman of the Civil Service Commission of Canada points to some of the attitudes and prejudices which discriminate against women in Canadian federal employment, in spite of legislation against discriminatory practices.

Chevrier, Yvette G.
Women '70. I. Canadian women in the public service. Civil service review (Canada), vol. 42, no. 4, December 1969, pp. 66, 68, 70.
Reviews historically the status of women in Canada, with some data on the civil service. Pt. II, p. 70, is on "Women oceanographers ... why not?"

Chevrier, Yvette G.
Women '70; human rights for women ... in Belgium ... in Switzerland. Civil service review (Canada), vol. 43, no. 2, June 1970, pp. 64-69.
Text in English and French.

Chevrier, Yvette G.
Women '70--women public servants ... in the United States ...in England ... in France. Civil service review (Canada), vol. 43, no. 1, March 1970, pp. 66, 68-74.
Comparison of the employment picture for women in the public service in England, France and the United States, with a brief history for each.

Citizens' Advisory Council on the Status of Women.
Report of the Task Force on Labor Standards.... Washington, U.S. Govt. Print. Off., 1968. 58 pp.
Covers numbers of women in the labor force, hours and earnings, minimum wage and premium pay, and State and Federal fair employment laws.

Citizens' Advisory Council on the Status of Women.
Report of the Task Force on Social Insurance and Taxes. Washington, U.S. Govt. Print. Off., 1968. 139 pp.
Covers unemployment and temporary disability insurance, social security workmen's compensation, and medical care and hospitalization insurance, Part 3 considers working women and the Federal income tax.
Selma J. Mushkin, Chairman.

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Employment of Women--Selected Books and Articles (Cont'd)

Citizens' Advisory Council on the Status of Women.
Women in 1970. Washington, U. S. Govt. Print. Off., 1971. 23 pp.
Contents: 1970 Highlights; Recommendations and activities: Equal rights amendment, Equal Employment Opportunity Commission enforcement powers, retirement and pension plans, part-time work opportunities, occupational counsel-ing, mature women and the labor market, public service activities, etc.
Earlier ed.: U. S. Interdepartmental Committee on the Status of Women. American women, 1963-1968.

Civil Rights Act of 1964: an exception to prohibitions on employment discrimination. Iowa law review, vol. 55, no. 2, December 1969, pp. 509-519.
Discusses two tests for determining the validity of sex-plus hiring policy under Title VII of the Civil Rights Act of 1964. Concludes: "The preferable way ... is to apply an equal protection test. ... In this way, the individual is guaranteed the equal protection which Title VII sought to give him. It is only via this standard that Title VII can bring about the equality, not only of sex, but also of race, religion, color, or national origin that prior legislation was unable to achieve."

Cleland, Virginia S.
Role bargaining for working wives. American journal of nursing, vol. 7, no. 6, June 1970, pp. 1242-1246.
Advice to married nurses, equally applicable to other working wives, on how to ease the competition between work and home roles. Contains tables on the costs of being employed and the net value of a family's second salary.

Cohen, Malcolm S.
Married women in the labor force: an analysis of participation rates. Monthly labor review, vol. 92, no. 10, October 1969, pp. 31-35.
"The micro labor supply model attempts to explain three dependent variables: Why an individual is in or out of the labor force, whether the individual supplied labor at any time in a given year, and how many hours of work he is likely to supply in that year." The model considers the effects of age, education, husband, labor force status, children, etc.

Continuing education for women. Adult leadership, vol. 18, no. 1, May 1969, pp. 5-36.
A spectrum of topics on the place and role of women in the modern world is offered in the following articles: Continuing education of women, by Rosalind K. Loring; Effects of poverty on culturally disadvantaged women, by Jane Berry; Humanness and the sexes, by Sylvia Tucker; Emerging social patterns and the potential of women, by Edwin C. Lewis; Urban institutions and women's leadership, by Helen Rachlin; The biological potential of women, by Margaret Liley; My lady fair.

Earle, Tony.
The industrial benefits of the nursery. Personnel management (Gt. Brit.), vol. 2, no. 3, March 1970, pp. 44-45.
Points out ways in which company day care for young children can help recruit and retain women employees in Britain.

Eyde, Lorraine D.
Eliminating barriers to career development of women. Personnel and guidance journal, vol. 49, no. 1, September 1970, pp. 24-28.
Identifies some of the barriers to career development of women such as bias in counseling and misconceptions regarding women's commitment to their jobs. Holds that vocational counselors should consider women's life styles. In counseling adolescents they should deal with key questions, as the number of children they plan to have. They should likewise, be aware of changes occurring in occupations in order to prepare them for the future.

Farnsworth, Kirk E.
The vocational interests of women: a factor analysis of the women's form of the strong vocational interest blank. Ann Arbor, Mich., University Microfilms, Inc., 1969. 129 pp.
Doctoral dissertation, Iowa State University, 1968. Abstracted in Dissertation Abstracts, vol. 29, no. 9, March 1969, p. 3481-B.

Fashioning manpower programs for women. Manpower, vol. 1, no. 5, June 1969, pp. 22-25.
Briefly describes the wide range of programs for maximum utilization of womenpower. These include programs for upgrading women's skills, providing refresher courses, maintaining day care facilities, and finding part-time employment.

Godbe, Mary L.
Sex as a bona fide occupational qualification. Utah law review, vol. 20, no. 3, September 1968, pp. 395-405.
Analyzes and discusses sex discrimination provisions of title VII of the Civil Rights Act of 1964.

Gysbers, Norman C., Joseph A. Johnston and Tim Gust.
Characteristics of homemaker- and career-oriented women. Journal of counseling psychology, vol. 15, no. 6, November 1968, pp. 541-546.
Reviews previous studies which used self-ratings and/or questionnaires to determine which classification (homemaker or career) a woman was oriented toward, as distinguished from this study which empirically identifies homemaker- and career-oriented women.

Hahn, Marilyn C.
Equal rights for women in career development. Personnel, vol. 47, no. 4, July-August 1970, pp. 55-59.
Comments on: the recent guidelines issued by the Labor Department to eliminate discrimination against women in jobs paid for with Federal funds; attitude adjustment toward women's employment needed by men and women; what businesses are doing to assist women in obtaining equal job opportunities; and the many new career opportunities opening to women through technological advances.

Hamilton, Mary T.
A study of wage discrimination by sex: a sample survey in the Chicago area. Ann Arbor, Mich., University Microfilms, Inc., 1970. 159 pp.
Doctoral dissertation, University of Pennsylvania, 1969. Abstracted in Dissertation Abstracts International, vol. 31, no. 3, September 1970, p.883-A.

Employment of Women--Selected Books and Articles (Cont'd)

Harbeson, Gladys E.
Choice and challenge for the American woman. Cambridge, Mass., Schenkman Pub. Co., Inc., 1967. 185 pp.
Traces the evolution of the feminine role and explores factors shaping the modern woman's life pattern. Points out woman's need for developing perspective in view of the sharp contrasts among various periods of her life experience and for achieving fulfillment and an integrated life. Provides an overview of women's life patterns in Britain, Sweden, Africa, India and Russia. Chapter 4, "The employed woman: facts and forecasts."

Holm, Jeanne M.
Women and future manpower needs. Defense management journal, vol. 6, no. 1, Winter 1970, pp. 6-11.
Pointing out that the national manpower situation requires greater use of women in all occupations and that, realistically, women work because they must, the Director, Women in the Air Force, reviews women's current position in the labor force. She discusses barriers to employment, the executive suite, the role of the Federal government, women in the armed forces and the need for women themselves to recognize and overcome their own prejudices.

Kanowitz, Leo.
Women and the law; the unfinished revolution. Albuquerque, University of New Mexico Press, 1969. 312 pp.
Partial contents: Law and the single girl; Law and the married woman; Title VII of the 1964 Civil Rights Act and the Equal Pay Act of 1963; The relationship between the Equal Pay Act of 1963 and Title VII; Constitutional aspects of sex-based discrimination in American law (Women in Employment; Weight-lifting restrictions and statutory employment bars; Hours limitations; Minimum wages for women only).

Keyserling, Mary D.
High cost of sex discrimination in employment practices. Employment service review, vol. 5, no. 12, December 1968, pp. 2-5, 21, 37.
Dispels some myths about women employees, i.e., they have higher absence rates, are emotionally unstable, have greater turnover; and calls for pay comparability, and better utilization in the professions. (Based on address delivered at the Conference on Sex Discrimination in Employment, in Los Angeles, Sept. 19, 1968)

Kresge, Pat.
The human dimensions of sex discrimination. AAUW journal, vol. 64, no. 2, November 1970, pp. 6-9.
Experiences of sex discrimination in employment, politics, social attitudes and under the law from some of the 922 correspondents who answered AAUW's January 1970 opinionnaire.

Lewis, Edwin C.
Developing woman's potential. Ames, Iowa State University Press, 1968. 389 pp.
To aid professional persons working with girls and women in giving them a better understanding of their sex and improve their educational and vocational planning, a professor of psychology at Iowa State University presents a picture of the female in our society from a psychological perspective. Selected chapters: Sex and abilities, Women in the labor force, The employed wife and mother, The career woman. Bibliography.

Employment of Women--Selected Books and Articles (Cont'd)

Macdonald, Norval.
Women in industry-what can't they do? Journal of occupational medicine, vol. 12, no. 3, March 1970, pp. 85-86.
Brief comment on discrimination against women in industry which is actually practiced for their well-being, e.g., limitations on maximum weight to be lifted.

Mead, Margaret.
Working mothers and their children. Manpower, vol. 2, no. 6, June 1970, pp. 2-6.
Observations on the development of children when mothers are working and on possible arrangements which could benefit both.

Michigan. University. Center for Continuing Education of Women.
Conversations with returning women students, ed. by Jane G. Likert. Ann Arbor, 1967. 55 pp.
"The Center's staff believes that this account of difficulties faced and conquered not only will help and encourage other women wishing to continue their education, but will also be useful for administrators, teachers, and others working with the returning woman student."

Mitchell, Brooks.
Some guidelines for men who supervise women. Supervisory management, vol. 15, no. 6, June 1970, pp. 7-10.
Emphasizes behavior which is friendly, but which still promotes mutuel respect and observes the fine line which must exist between the subordinate and the supervisor. Most of the suggestions would apply in any supervisory situation, not only when men supervise women.

Montagu, Ashley.
The natural superiority of women. Rev. ed. New York Macmillan, 1968. 235 pp.
"In this book I have had to deal with certain myths about women, myths that have grown hoary with the ages, and I have had to set out the facts. The facts, for the most part, completely controvert the myths, and the facts prove that, on the whole the advantages are on the side of the female."

Mott, Mary.
Women workers achieve major milestone in fight against job discrimination. Today's secretary, vol. 71, no. 6, February 1969, pp. 34-35, 63-64.
The "milestone" was the merging of the male and female want-ads under the same column in the New York papers. The article goes on to detail unfair practices which women in the work force still cope with, such as disparities in pension and insurance plans, wage differentials and unfair promotions.

Munts, Raymond and David C. Rice.
Women workers: protection or equality? Industrial and labor relations review, vol. 24, no. 1, October 1970, pp. 3-13.
The trend toward changing weight-lifting and hours restrictions for women employees is discussed, giving the pros and cons. "It is suggested that until voluntary overtime laws are enacted or until protective legislation is extended to cover men equally, protective laws be retained with administrative exemptions for women desiring positions requiring more overtime."

Myrdal, Alva and Viola Klein.
Women's two roles; home and work. London, Routledge and Kegan Paul Ltd., 1968. 213 pp.
Examines the dual role of women in Western industrialized societies. Selected chapter titles: Women in the labour force today; Why married women seek employment; Employers' problems; The effects on children.

Oelrich, Elizabeth S.
The position of the female secretary in the United States from 1900 through 1967: an historical study. Ann Arbor, Mich., University Microfilms, Inc., 1969. 351 pp.
Doctoral dissertation, University of North Dakota, 1968. Abstracted in Dissertation Abstracts, vol. 29, no. 12, pt. 1, June 1969, p. 4355-A.

Ohio State University. Center for Human Resource Research.
Dual careers; a longitudinal study of labor market experience of women, by John R. Shea and others. Columbus, 1970. vol. 1. 285 pp.
Sample covered women between 30 and 44 years of age and identified characteristics important in explaining variations in labor force participation, employment patterns, occupational and geographic mobility, and job satisfaction.

Orden, Susan R. and Norman M. Bradburn.
Working wives and marriage happiness. American journal of sociology, vol. 74, no. 4, January 1969, pp. 392-407.
A sociological study (with tables) of the relationships between a woman's work status and her marital adjustment and happiness. Despite variables such as husband's income, educational background of each, motive for work--which make some difference--findings indicate that "the labor market choice is generally associated with a higher balance between satisfactions and tensions for both husbands and wives."

Peters, Jeanne R.
Constituents of experience in job happiness and unhappiness in employed women. Ann Arbor, Mich., University Microfilms, Inc., 1970. 440 pp.
Doctoral dissertation, Duquesne University, 1969. Abstracted in Dissertation Abstracts International, vol. 31, no. 3, September 1970, pp. 1580-1581-B.

Pogrebin, Letty C.
How to make it in a man's world. Garden City, N. Y., Doubleday, 1970. 280 pp.
Tips from a successful woman publisher for occupational and personal achievement in the business world. Women can, she insists, creatively combine high-level work, marriage and a family.

Polinsky, Ella J.
The position of women in the social security system. Social security bulletin, vol. 32, no. 7, July 1969, pp. 3-19.
Focuses on employment of women in work covered under social security. Discusses employment trends, regularity and duration of employment, and entitlement status. This is the first in a series of articles designed to show the current benefits and their applicability to future needs.

President's Task Force on Women's Rights and Responsibilities.
A matter of simple justice. Report ... Washington, U. S. Govt. Print. Off., 1970. 33 pp.
Contains recommendations which the Task Force believes would commit the nation to basic changes for bringing women psychologically, socially, and economically into the mainstream of American life.

Pressman, Sonia.
Sex discrimination in employment and what you can do about it. Women lawyers journal, vol. 54, no. 4, Fall 1968, pp. 6-10, 14.
Highlights of the rulings of the Equal Employment Opportunity Commission which relate to sex discrimination. Rulings have pertained to job classification, seniority lines and wage rates, state laws, classified advertising, insurance, pregnancy, retirement age and pension benefits. Suggests guidelines for attorneys who wish to be active in this area.

Psathas, George.
Toward a theory of occupational choice for women. Reprinted from: Sociology and Social Research, January 1968, 9 pp.
Identifies factors of occupational choice which operate in special ways for women such as relationship between sex role and occupational role, social class, education and occupation of parents, values, social mobility and mate selection. Suggests needed research on women's entry into occupations.

Rapoport, Rhona and Robert N. Rapoport.
The dual career family. Human relations, vol. 22, no. 1, February 1969, pp. 3-30.
Discusses the trend toward the dual career family in which both "heads" of the family pursue careers, accompanying strains, and emerging changes in family structure and cultural norms.

Rawalt, Marguerite.
Status of women in the sixties. National business woman, vol. 51, no. 1, January-February 1970, pp. 8-9, 12.
Reports on the formation of official bodies during the Kennedy and Johnson administrations to overcome discrimination against women in employment and in other areas. Notes recent efforts directed towards hours of work and limits on weight lifting.

Ridgeway, Christopher C.
Training and female conceptions of needs and satisfactions. Training and development journal, vol. 24, no. 10, October 1970, pp. 40-41.
Female semi-skilled workers in British industrial plants indicated in a survey that lack of job training was a major cause of job dissatisfaction. Those who had received a greater amount of individualized training tended to be more satisfied with their jobs.

Russo, Sabatino A., Jr.
The mature woman: an asset to industry. Personnel journal, vol. 47, no. 12, December 1968, pp. 853-856.
Many women are returning to the workforce after their children reach school age. Business is revising its "traditional ideas of the effect of calendar age upon employability." The mature woman is being found to be a stable and competent worker.

Ryder, Leonie A.
Job satisfaction of female employees in the clothing industry: case study no. 5. Personnel practice bulletin (Australia) vol. 25, no, 4, December 1969, pp. 309-320.
"Three nationality groups of women working in a clothing factory differed in the importance they attached to particular aspects of their job and in their overall job satisfaction. The women's attitudes are compared with what their supervisors and management believed them to be."

Saleh, Shoukry D. and Mansur Lalljee.
Sex and job orientation. Personnel psychology, vol. 22, no. 4, Winter 1969, pp. 465-471.
Three studies explore the distinction between intrinsic and extrinsic job orientation with regard to sex. Only in the third sample, where there was a significant difference in the two subgroups in regard to education and job level, was there a major sex difference in orientation.

Schonberger, Richard J.
Ten million U. S. housewives want to work. Labor law journal, vol. 21, no. 6, June 1970, pp. 374-379.
Results of a research survey support the thesis that many women stay out of the labor market because of family obligations and lack of incentives. It indicates a potential labor supply might be tapped if employers offered women part-time day work and supplied child care (or if public child care centers were available).

Schramm, Dwayne G.
A study of the older woman worker who has attempted to enter or re-enter the white collar labor force through the assistance of community training programs in clerical occupations. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1969. 152 pp.
Investigates six clerical training programs in which women over 35 years of age participated in Fresno, California, to determine if these women were helped by the programs in making entry into the white collar labor force. A profile of the older woman worker was developed and recommendations formulated for strengthening the programs, and aiding in career planning.

Smith, Janet.
The women--they want action. Dun's, vol. 95, no. 6, June 1970, pp. 46, 48, 90.
Today's women liberationists are bringing to public attention some very real grievances in the business world by insisting that women be given the same opportunities for jobs as men, at equal pay. Movement is seen as part of a wider and deeper socio-economic change whereby traditional ways of hiring and promoting employees must be reexamined.

Thornton, Maxine and Cyrus R. Pangborn.
What of this new woman, Mr. Jones? A.A.U.W. journal, vol. 62, no. 2, January 1969, pp. 63-65.
An examination of three aspects of the shifting roles of men and women: repercussions at home, consequences in the work environment, and effects on sexual views and mores.

Employment of Women--Selected Books and Articles (Cont'd)

U. S. Bureau of Labor Statistics.
Work experience of the population in 1968, by Vera C. Perrella. Washington, U. S. Govt. Print. Off., 1970. 1 v. (Special labor force report, 115)

"This article ... deals with the work experience of the men and women who were in the labor force at some time during the year /1968/ and analyzes their employment and unemployment patterns."

Reprinted from: Monthly Labor Review, vol. 93, no. 2, Feb. 1970, pp. 54-61. With Supplementary tables, pp. A-7-A-30.

1967 data appears in Monthly Labor Review, June 1969.

U. S. Equal Employment Opportunity Commission.
Hearings before ... on utilization of minority and women workers in certain major industries, Los Angeles, Calif., March 12-14, 1969. Washington, U. S. Govt. Print. Off., 1969. 712 pp.

U.S. Equal Employment Opportunity Commission.
Help wanted ... or is it? A look at white collar job inequalities for minorities and women. Washington, U.S. Govt. Print. Off., 1968. 15 pp.

Summary of events and results of a four-day hearing in New York City in which industry giants testified.

U.S. Equal Employment Opportunity Commission.
Job patterns for minorities and women in private industry, 1967. Washington, U.S. Govt. Print. Off., 1970. 2v. (Equal employment opportunity report no. 2.)

Reports data on occupational distribution of minorities in the workforces of 45,000 private, non-agricultural employers in the U.S. Gives nationwide totals, state totals by occupation and sex, industry totals by occupation and sex for selected states, and Standard Metropolitan Statistical Area totals by occupation and sex for selected industries. Negroes, Orientals, American Indians and Spanish surnamed Americans are covered.

Report no. 1, 1966. 3 v.

U. S. Equal Employment Opportunity Commission.
Toward job equality for women. Washington, U. S. Govt. Print. Off., 1969. 10 pp.

Employment rights of women are summarized. Also highlights provisions of the Civil Rights Act of 1964 relating to discrimination based on sex, by employers, employment agencies, unions and joint labor-management apprenticeship programs.

U.S. Equal Employment Opportunity Commission.
White collar employment in 100 major New York City corporations. Washington, 1968. 24 pp.

Report on the study of minority (Negro and Puerto Rican) and female employment patterns in 100 major companies in New York City--other than those in finance and communications--presented on January 16, 1968, at the Commission's New York City Hearings on Discrimination in White Collar Employment, together with a summary of the findings and recommendations.

Employment of Women--Selected Books and Articles (Cont'd

U.S. Equal Employment Opportunity Commission.
White collar employment in the New York City financial community. Washington, 1968. 8 pp.
Report on minority (Negro and Puerto Rican) and female employment patterns in the New York City financial community presented at the Equal Employment Opportunity Commission's New York City Hearings on Discrimination in White Collar Employment, January 15-18, 1968, together with a summary of conclusions and findings.

U. S. Interdepartmental Committee on the Status of Women.
Time for action. Highlights of the fourth National Conference of Commissions on the Status of Women, Washington, D. C., June 20-22, 1968. Washington, U.S. Govt. Print. Off., 1969. 97 pp.
Partial contents: What state commissions have been doing, response from the regions; The role of women in our society, by Mrs. Martin Luther King, Jr.; To make equal employment a reality /panel/, Hon. John W. Macy, Jr., presiding; To encourage women to seek leadership responsibility /panel/, Mrs. Lucy Benson, presiding. Mr. Macy comments on some of the efforts of the Federal government to provide equal employment opportunities for women.

U. S. Women's Bureau.
Automation and women workers. Washington, U. S. Govt. Print. Off., 1970. 12 pp.
Reviews developments in employment status and opportunities of women between 1958 and 1968. Reveals the change in the nature of these opportunities and cites the increase in demand for those with specialized skills.

U. S. Women's Bureau.
Background facts on women workers in the United States. Washington, U. S. Govt. Print. Off., 1970. 20 pp.
Data on number of women workers, labor force reserve, age, marital and family status, women family heads, educational attainment, occupations, industries, full- and part-time job status, work experience, unemployment, earnings. Tables.

U.S. Women's Bureau.
Day care facts. Washington, U.S. Govt. Print. Off., 1970. 15 pp.
Reviews the need for day care centers and points out progress in establishing them through Federal programs, by state and city governments, unions, private companies, hospitals, universities and women's groups. Cites programs in operation or being established at the Departments of Labor, Agriculture, and Health, Education, and Welfare for the children of employees.

U. S. Women's Bureau.
Fact sheet on the earnings gap. Washington, 1970. 5 pp.
Statistics and comments indicate gap between the earnings of men and women from 1955-68 as well as in expected salaries for June 1970 college graduates.

U. S. Women's Bureau.
Facts about women's absenteeism and labor turnover. Washington, U. S. Govt. Print. Off., 1969. 9 pp.

"Women workers have favorable records of attendance and labor turnover when compared with men employed at similar job levels and under similar circumstances ... Many of the critical generalities frequently voiced not only exaggerate overall differences but also compare dissimilar groups of men and women." Surveys available data on absenteeism, labor turnover, job tenure, and labor mobility.

U. S. Women's Bureau.
How you can help reduce barriers to the employment of mature women. Washington, U. S. Govt. Print. Off., 1969. 7 pp.

Briefly outlines the provisions of the Age Discrimination in Employment Act (PL 90-202) and how it is eliminating the artificial barriers some employers have set up against hiring women between the ages of 40 and 64. Also treats of the trends in job-holding of older women, certain of their employment characteristics and courses of action that may be taken to eliminate any remaining barriers to their employment.

U. S. Women's Bureau.
Job horizons for women and girls in the District of Columbia. Report of a community conference cosponsored by D. C. Commission on the Status of Women, Vocational Education Department, and Pupil Personnel Services Department, D. C. Public Schools. Washington, U. S. Govt. Print. Off., 1969. 57 pp.

Papers and workshops on all phases of women's training, education, counseling, and employment opportunities in the District of Columbia.

U.S. Women's Bureau.
Job training suggestions for women and girls. Rev. ed. Washington, U.S. Govt. Print. Off., 1970. 15 pp. (Leaflet 40)

Includes information about on-the-job training programs, Federal manpower training programs, apprenticeships, and home study and school courses.

U. S. Women's Bureau.
Jobfinding techniques for mature women. Washington, U. S. Govt. Print. Off., 1970. 40 pp. (Pamphlet 11)

Sections on the self-inventory, preparing resumes and letters of application, interviewing, the jobhunt itself and training opportunities. Appendix B contains list of relevant organizations.

U. S. Women's Bureau.
Laws on sex discrimination in employment; Federal Civil Rights Act, Title VII, State Fair Employment Practices Laws, Executive Orders. Washington, U. S. Govt. Print. Off., 1970. 20 pp.

Discusses title VII of the Federal Civil Rights Act of 1964 and its relationships with state protective labor legislation for women and state fair employment practices laws. A table gives state-by-state coverages and exemptions as of 1970. Provides data on equal employment by Federal contractors and within the Federal government, and prints texts of EO's 11375 and 11478 and chapter 14, title 29, part 1604 of the Code of Federal Regulations, "Guidelines on Discrimination Because of Sex."

U. S. Women's Bureau.
1969 handbook on women workers. Washington, U. S. Govt. Print. Off., 1969. 384 pp. (Women's Bureau bulletin 294)
"The handbook assembles factual information covering the participation and characteristics of women in the labor force, the patterns of their employment, their occupations, their income and earnings, their education and training, and the Federal and State laws affecting the employment and the civil and political status of women."

U. S. Women's Bureau.
Sex discrimination in employment practices. A report from the conference, Sept. 19, 1968 at University Extension, University of California at Los Angeles in cooperation with Personnel and Industrial Relations Association, Inc. Washington, U. S. Govt. Print. Off., 1969. 34 pp.
Partial contents: Compliance policies and procedures for business and industry; Realities of women's current position in the labor force, by Mary D. Keyserling; Some principal steps for affirmative action to eliminate discrimination based on sex.

U.S. Women's Bureau.
Summary of state labor laws for women. Washington, U.S. Govt. Print. Off., 1969. 20 pp.
Principal subjects are: minimum wage, overtime compensation, hours of work, equal pay, fair employment practices, industrial homework, employment before and after childbirth, occupational limitations and other standards.

U. S. Women's Bureau.
Trends in educational attainment of women. Washington, U.S. Govt. Print. Off., 1969. 19 pp.
Covers general trends from 1900-1968, giving data on numbers of high school graduates through numbers of doctorate degrees granted. Also gives statistics on correlation between the amount of education and degree of participation in labor force. Includes many tables.

U. S. Women's Bureau.
Working wives; their contribution to family income. Washington, U. S. Govt. Print. Off., 1968. 8 pp.
Text and tables.

Waldman, Elizabeth and Anne M. Young.
Marital and family characteristics of workers, March 1970.
Monthly labor review, vol. 94, no. 3, March 1971, pp. 46-50.
Working wives made up the largest portion of the increase in the civilian labor force during the year ended March 1970. Single men ranked next. Supplies data on employment status by sex, color and marital status; on labor force participation of married women by education, by presence and age of children, and by employment status of their husbands; on employment of Negroes by sex and industry according to marital status; and on employment of husbands and wives.
1968 and 1969 data appears in Monthly Labor Review, May 1970. Also reprinted as U. S. Bureau of Labor Statistics. Special labor force report no. 120, with Supplementary tables, pp. A-1--A-44.

What to do about discrimination. AAUW journal, vol. 64, no. 2, November 1970, pp. 10-13.

Panel consisting of a lawyer, a legislator, a psychiatrist and a clinical psychologist discusses ways to make women's rights a reality.

Wild, Ray.

Job needs, job satisfaction, and job behavior of women manual workers. Journal of applied psychology, vol. 54, no. 2, April 1970, pp. 157-162.

2,159 women workers in British electronic companies participated in this study designed to show the influence of the kind of work performed on the job satisfaction and labor turnover of women. One of the purposes of the study was to develop principles of job design.

Williamson, Thomas R. and Edward J. Karras.

Job satisfaction variables among female clerical workers. Journal of applied psychology, vol. 54, no. 4, August 1970, pp. 343-346.

Thirty-four clerical workers were asked to rank 10 job characteristics (5 motivators and 5 hygienes) in order of importance to themselves, to others of the same sex and to others of the opposite sex. The results were compared with similar studies of college women. Female clerical workers rated motivators less important for self than did college females but both groups agreed on the important variables among male workers.

Willmarth, John G.

Factors affecting the vocational choice of women of different ages selecting clerical and secretarial occupations. Ann Arbor, Mich., University Microfilms, Inc., 1969. 80 pp.

Doctoral dissertation, Washington State University, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 3, September 1969, p. 991-A.

Wingfield, Susanna.

Old tabus against women linger on. Foreign Service journal, vol. 46, no. 3, February 1969, pp. 21, 49.

Points out that women must still fight myths and discrimination in career fields, though they have made much progress and their equality with men is now guaranteed by a United Nations declaration and by many laws.

Wingo, Walter.

Here come the girls. Nation's business, vol. 57, no. 12, December 1969, pp. 38-41.

Discusses the growing influence of women in the labor force and the startling increase of older women workers expected in the 1970's. Considers equal employment opportunity enforcement agencies, and women memberships in unions.

Wisconsin. University. Extension Division.

Handbook for state and city commissions on the status of women. Madison, 1968. 26 pp.

Chapter headings: How to organize or reorganize a commission; How to plan and conduct a conference; How to conduct and utilize surveys; How to produce and distribute a report; How to pass legislation; How to implement recommendations; How to inspire a favorable press.

Published in cooperation with the U. S. Women's Bureau.

The woman question again. News front, vol. 13, no. 3, April 1969, pp. 16-19.
Contends that most wives work because it fills a psychic need. Points out that employers' attitudes are growing more liberal; enumerates several refresher courses and continuing education programs; comments on financial benefits. Concludes that the idea of a second career for women is heralding a new life style.

Women at work: a special section. Monthly labor review, vol. 93, no. 6, June 1970, pp. 3-44.
Six articles on women at work: The Women's Bureau looks to the future, by Elizabeth D. Koontz; Changes in the labor force activity of women, by Elizabeth K. Waldman; Women workers and manpower demands in the 1970's, by Janice N. Hedges; Reducing discrimination: role of the Equal Pay Act, by Robert D. Moran; Working women in urban poverty neighborhoods, by H. M. Willacy and H. J. Hilaski; The status of women in the U.S.S.R., by Edmund Nash.
Waldman article includes tables showing characteristics of women in the labor force, by color, as of March 1969 and occupations by age, color and marital status, as of March 1969. See page 32 for a brief bibliography on "Women at work." References on women's liberation on p. 4.

Women's place. The Atlantic, vol. 225, no. 3, March 1970, pp. 81-126.
A series of articles by nine women and one man from various disciplines which "should serve as partial explanations of why American women, while enjoying more material, political, and social advantages than any other women in history, are nonetheless so discontent with their lot." Note especially "Job discrimination and what women can do about it," by Alice S. Rossi, pp. 99-102.

Zytowski, Donald G.
Toward a theory of career development for women. Personnel and guidance journal, vol. 47, no. 7, March 1969, pp. 660-664.
"Nine postulates are presented in an attempt to characterize the distinctive differences in the work life of men and women, the developmental stages unique to women, their patterns of vocational participation, and the determinants of the patterns. Implications for practicing counselors and additional needed research are noted."

WOMEN IN THE FEDERAL GOVERNMENT

Bohart, J. Philip.
The Federal Women's Program. Civil service journal, vol. 10, no. 1, July-September 1969, pp. 16-18.
The Federal Women's Program was established to insure equal employment of women in the Federal service. In April 1969 a review of the Program's first 18 months was held with four workshops being conducted, each on a different aspect of the problem. The topics considered were the economic advantages of utilizing women, ways of promoting public awareness of Federal government opportunities for women, job design and employment practices suited to women's life styles, and increased use of training and motivational devices.

Cates, John M., Jr.
An interview with Margaret Mead on the woman diplomat. Foreign Service journal, vol. 46, no. 3, February 1969, pp. 16-17, 50-51.
Dr. Mead "feels that women have many contributions to make to the Foreign Service and that they should be given comparable opportunities with men to enter it." However, the woman diplomat should be used in areas where her particular skills can make special contributions, and not be moved around as just another statistical body.

Flynn, Jane E.
Employment of women in the Federal government. Washington, 1968. 5 pp.
Paper prepared for Personnel Management for Personnel Specialists course, U. S. Civil Service Commission, August 1968.

Gehlen, Frieda L.
Women in Congress. Trans-action, vol. 6, no. 11, whole no. 49, October 1969, pp. 36-40.
This study of 11 female members of the U. S. House of Representatives in the 88th Congress considers their specializations and their relationships with other members, both formal and informal.

Javits, Jacob K.
Part-time jobs for women in Federal employment--a way to deal with "job freezes" and "employment ceilings." Congressional record, vol. 116, no. 184, November 18, 1970, pp. S18426-S18428.

Kator, Irving.
Statement...before the Special Subcommittee on Education of the Committee on Education and Labor of the U.S. House of Representatives, July 31, 1970. Washington, U.S. Civil Service Commission, Office of the Executive Director, 1970. 16 pp.
The Assistant Executive Director, U.S. Civil Service Commission, reports on the position of women in the Federal civil service, on current programs to bring an end to any discrimination, and on plans for the future.

Lady leads ICC in fight for power. Business week, no. 2058, February 8, 1969, pp. 62-63, 66.
Profile of Mrs. Virginia Mae Brown, the first woman to head a regulatory agency in Washington.

Lamson, Peggy.
Few are chosen; American women in political life today. Boston, Mass., Houghton Mifflin Co., 1968. 240 pp.
Portraits of women holding high-ranking positions in government on Federal, state and local levels.

Markoff, Helene.
Women ... a minority group? Journal of Navy civilian manpower management, vol. 3, no. 4, Winter 1969, pp. 23-25.
A look at some of the Navy Department's efforts to provide equal job opportunities for women. Outstanding women and their jobs are listed.

Maslow, Albert P.
Job factors, attitudes and preferences affecting the relative advancement and turnover of men and women in Federal careers. Prepared for symposium, Attitudes Toward Selection and Advancement of Women in Employment and Education, Div. 14, American Personnel Association, September 3, 1970, Miami Beach, Florida. Washington, U.S. Civil Service Commission, Personnel Measurement Research and Development Center, 1970. 11 pp.
Reports on two studies which show that "Notions as to the employability and status of women are quite likely to be misleading if they rest on gross sex comparisons without attention to the many variables--occupation, age, vocational preparation, and personal satisfactions, that have an effect on employment, career advancement, and stability." Also describes a study on the attitudes and career expectations of young men and women.

Michigan. University. Center for Continuing Education of Women.
Women in action; speeches and panel discussion of the conference-workshop, March 26, 1969. Ann Arbor, 1969. 35 pp.
Speeches emphasize involvement of women in volunteer work and part-time employment. Included is a speech by Elsa A. Porter, director of the Professional and Executive Corps of the Department of Health, Education, and Welfare, which describes the Corps experiment to employ women professionals in part-time positions in the Federal government.

Pressman, Sonia.
How can women improve their government job status? Good government, vol. 87, no. 3, Fall 1970, pp. 8-9.
In an address to FEW (Federally Employed Women) in the Boston area, Miss Pressman outlines some of the inequities in Federal employment and steps women can take to improve their positions.

Republican National Committee.
Women in public service. Prepared by Women's Division. Washington, 1970. 1 v.
Areas covered are: women in the Republican Party, women in the Congress; women appointments in the Nixon administration, women in the Federal service, in the judicial service, and in state elective and appointive positions.

Sex equality closer, awardees feel. Federal times, vol. 4, no. 53, February 26, 1969, p. 6.
Interviews with the winners of the 1969 Federal Woman's Award.

Stafford, Samuel.
Women on the march again--are they being discriminated against in white-collar Federal jobs? Government executive, vol. 1, no. 4, June 1969, pp. 55-60.
Reports responses of a sampling of women in middle and upper-middle Federal agency levels as to how they feel about their chances for advancement. Highlights findings of a Civil Service Commission survey of positions held by women in the Federal service and actions of Presidents Kennedy, Johnson and Nixon to eliminate discrimination or correct imbalances. Comments on the rise of pressure groups and predicts a considerable impact for the "Quiet Revolution."
Reprinted in the Congressional Record, vol. 115, no. 109, July 1, 1969, pp. E5462-E5465.

Tough guidelines ban sex discrimination on government contract work. Fair employment report, vol. 8, no. 13, June 22, 1970, pp. 73-74.
Summarizes the guidelines aimed at guaranteeing more and better jobs for women, issued by the Department of Labor, June 9, 1970.

U. S. Civil Service Commission.
Changing patterns; a report on the Federal Women's Program Review Seminar. Prepared by Bureau of Recruiting and Examining, Manpower Sources Division. Washington, U. S. Govt. Print. Off., 1969. 33 pp.
A report of the proceedings of this seminar sponsored by the Civil Service Commission, held in Washington, D. C., April 11, 1969, at which 49 Federal agencies were represented. "The seminar was conceived primarily as a work session--to discuss innovations within the FWP and to propose action programs which might assure more complete utilization of the skills of our women workers."

U.S. Civil Service Commission.
Equal opportunity without regard to race, color, religion, sex, or national origin. Federal personnel manual, Chapter 713, Subchapter 6; Restriction to consideration of one sex. Federal personnel manual, Chapter 332, Subchapter 4. Washington, U.S. Govt. Print. Off., 1969-

U.S. Civil Service Commission.
The Federal Woman's Award. 11th annual. Presenting the honored six... Civil service journal, vol. 12, no.1, July-September 1971, pp18-20.
Biographical information and pictures of the 1971 award winners. (For 1970 awardees see Civil service journal, vol. 10, no.4, April-June 1970, p.25; 1969 awardees, Civil service journal, July-September, 1969, pp.13-15; earlier awards are in Personnel Bibliography no. 29)

U.S. Civil Service Commission.
Occupations of Federal white-collar workers, October 31, 1968. Prepared by Bureau of Manpower Information Systems, Manpower Statistics Division. Washington, U.S. Govt. Print. Off., 1970. 162 pp. (Pamphlet SM 56-08)
Includes statistics on the geographic and pay category distributions of full-time white collar employment by agency and by occupational series, on grade distributions by sex for occupations and for geographic areas, on occupational distributions by agency, and on median grade and average salaries by sex and by occupation for geographic areas.

U. S. Civil Service Commission.
Study of employment of women in the Federal government, 1969. Prepared by Bureau of Manpower Information Systems, Manpower Statistics Division. Washington, U. S. Govt. Print. Off., 1971. 238 pp. (Pamphlet SM62-05, November 1970)
Statistics on white-collar employment of women by agency, geographic area, by grade, by special occupational categories and groups.
Earlier eds: 1966-1968.

U.S. Civil Service Commission.
Women in action. Prepared by Office of Federal Women's Program. Bi-Monthly. Washington, 1968-
This newsletter is an information summary of programs and activities affecting Federally employed women.

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U. S. Civil Service Commission.
Where we stand; women in government. The Federal Women's Program. Prepared by Office of Federal Equal Employment Opportunity, Federal Women's Program. Washington, U.S. Govt. Print. Off., 1970. 16 pp.

A brief review of the history of the employment of women in the Federal service, comparative statistics for 1966 and 1968, and a description of the Federal Women's Program. Includes photographs of Federally employed women in a wide variety of jobs.

Cover title: Expanding opportunities ... women in the Federal government.

Weeden, Allie.
The founding of F.E.W. F.E.W. facts (Federally Employed Women), vol. 1, no. 1, February 1969, pp. 1-2.

Background facts on the establishment of Federally Employed Women, the association to promote opportunity and equality for women in government.

Wright, Sara.
FEW airs U.S. 'equity' practices. Federal times, vol. 5, no. 31, October 1, 1969, pp. 17-18.

Report on the first meeting of the winter season of Federally Employed Women. Two U.S. Civil Service Commission officials participated in the program: Irving Kator, Director, Federal Equal Employment Opportunity (Operations), and James Frazier, Jr., Director, Federal Equal Employment Opportunity (Communications).

Wright, Sara.
Federal Women's Program watches for dead-end jobs. Federal times, vol. 5, no. 10, May 7, 1969, p. 15.

Mrs. Tina C. Lower, manager of the Federal Women's Program, discusses the aims of, and attitudes toward the program. She also comments briefly on the ways a working mother's job can benefit her and her family.

Wright, Sara.
Woman ex-Commissioner of CSC counsels males. Federal times, vol. 6, no. 16E, June 24, 1970, p. 6.

Excerpts from an address delivered by Mrs. Barbara Bates Gunderson, former U. S. Civil Service Commissioner, at a Federal Women's Day Program sponsored by the Capital Area Personnel Services Office of the Navy. Mrs. Gunderson cautions men not to under-estimate the ability of women nor judge them all by the performance of one. She asks that men level with women and tell them when they are "off base."

Wright, Sara.
Women in government. Federal times, vol. 5, nos. 1-5, March 5-April 2, 1969.

"A five part series that presents a picture of government jobs available for women, qualifications needed and salary to be expected. Interviews with young single women reveal how they budget, shop and spend their leisure."

Wright, Sara.
Women no strangers to difficulties on job. Federal times, vol. 6, no. 7E, April 22, 1970, p. 28.

Summary of address of Miss Hilda Smith at the April 1970 meeting of Federally Employed Women. In her speech "Workers' education--then and now" she describes the workers' education program at Bryn Mawr College beginning in 1921 (the idea dates back to 1906 and Amherst pioneered in the field in 1916) and ties in development up to the present day.

Almquist, Elizabeth M.
Occupational choice and career salience among college women. Ann Arbor, Mich., University Microfilms, Inc., 1969. 219 pp.
Doctoral dissertation, University of Kansas, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 6, December 1969, p. 2634-A.

Bachtold, Louise M. and Emmy E. Werner.
Personality profiles of gifted women: psychologists. American psychologist, vol. 25, no. 3, March 1970, pp. 234-243.
Academic women psychologists were compared in terms of their personality profiles with the general female population, with college women, with "successful academic men" and with male psychologists. They were also studied to determine differences relating to their productivity, major activity, and vocational interest. It was found that as a group, academic women psychologists "tend to be more intelligent, socially aloof, dominant, ... insightful, unconventional ... and self-sufficient than adult women in the general population and women in college ...."

Bishop, Joan F.
College women as part-time workers; what do they do? how long do they last? Journal of college placement, vol. 29, no. 2, December 1968-January 1969, pp. 113-114, 116.
Survey of 1,089 Wellesley alumnae shows the kinds of jobs they have taken and how long they have remained in the labor force. A high percentage of those who began part-time work have remained a labor resource.

Bowman, Garda W.
Why no women in management development. Training in business and industry, vol. 6, no. 8, August 1969, pp. 38-42, 60-61.
More opportunities for women will depend upon greater acceptance by men and more drive by women themselves. Comments from managers, both men and women, on causes of past discrimination.

Bryce, Rose A.
Characteristics of women holding executive, managerial, and other high-level positions in four areas of business. Ann Arbor, Mich.,University Microfilms, Inc., 1970. 133 pp.
Doctoral dissertation, Colorado State College, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 10, April 1970, pp. 4216-A-4217-A.

Buchanan, Estill H.
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College Placement Council, Inc.
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Dorrance, Rose.
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Some of the tested reasons that make women good employment bargains are that they can be hired at lower salaries, their travel expenses are lower, and many need jobs and will work harder. Uses examples to dispel misconceptions about women workers.

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Epstein, Cynthia F.
Woman's place; options and limits in professional careers. Berkeley, University of California Press, 1970. 221 pp.
Probes the question of why the best women in our society underproduce, underperform and are underactive. Examines women's roles, their conflicts and their reconcilations.

Epstein, Cynthia F.
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Doctoral dissertation, Columbia University, 1968. Abstracted in Dissertation Abstracts International, vol. 30, no. 2, August 1969, p. 824-A.

For women, a difficult climb to the top. Business week, no. 2083, August 2, 1969, pp. 42, 44, 46.
While the barriers are still up against women at the top executive level, a few of them make it to the summit. There are signs, too, at the bottom of the executive ladder that the rules of the game are changing, and it seems likely that by 1980 or 1985 women will hold a number of top executive posts.

Freedman, Janet.
The liberated librarian? a look at the "second sex" in the library profession. Library journal, vol. 95, no. 9, May 2, 1970, pp. 1709-1711.
While women outnumber men in the library profession, the majority of top administrative jobs go to men. Efforts should be made to correct this situation and to make better use of librarians available for part-time work.

Gardner, Gerald H. F.
The status of women in the field of computing. Computers and automation, vol. 19, no. 1, January 1970, pp. 57-58.
Discrimination on the basis of sex in advertising and recruiting is as pronounced in the computer field as in any other. Comments on the effects of segregated ads. Proposes remedies.

Green, Barbara M.
Upgrading black women in the supervisory ranks. Personnel, vol. 46, no. 6, November-December 1969, pp. 47-50.
Enumerates qualifications the average black woman must possess to be upgraded in addition to those necessary for any promotable executive. Points out reasons why she must pursue job advancement with caution as well as the difficulty for management in making the selection.

Hamilton, Mary G.
The college woman: qualities for success in the business world. Balance sheet, vol. 50, no. 4, December 1968, pp. 152-153, 189.
Women college graduates can compete with their male counterparts and find many job opportunities in management if they possess such qualities as: "ability to communicate, ability to reason objectively, social maturity, realistic work and salary goals."

Harbeson, Gladys E.
The new feminism. AAUW journal, vol. 63, no. 2, January 1970, pp. 53-56.
Discusses the widening employment horizons for educated women, barriers yet to be overcome, the need for encouraging women to develop their special aptitudes, and their fitness for jobs concerned with human needs and relationships.

Hawkins, Ruth R.
The odds against women. Change in higher education, vol. 1, no. 6, November-December 1969, pp. 34-36.
Comments on discrimination in the employment of women. Focuses on their low percentage on faculties of colleges and universities, their inferior positions, and other discriminative practices in the academic area. Notes the rise of militant feminist organizations and declares feminism to be "part of the ground swell for qualitative change in American society."

Holmstrom, Lynda L.
Intertwining career patterns of husbands and wives in certain professions. Ann Arbor, Mich., University Microfilms, Inc., 1970. 384 pp.
Doctoral dissertation, Brandeis University, 1970. Abstracted in Dissertation Abstracts International, vol. 31, no. 6, December 1970, pp. 3044-A-3056-A.

Horner, Matina S.
Fail: bright women. Psychology today, vol. 3, no. 6, November 1969, pp. 36-37, 62.
An account of an experiment which shows that the achievement motivation in women is more complex than in men, that the motive to avoid success has an impact on the intellectual and professional lives of women in our society.

Kay, M. Jane.
Career women--the "revolting" minority. Personnel administrator, vol. 15, no. 2, March-April 1970, pp. 3-6.
Discusses employment discrimination against career women and predicts that the time is coming when an individual will be judged by abilities and results achieved. Asserts that women must be prepared to take over higher level positions and willing to assume the responsibilities that go with them. Maintains that personnel managers should be in the forefront of efforts to remove barriers against equal employment opportunity.

Kay, M. Jane.
What do women in personnel do? Personnel journal, vol. 48, no. 10, October 1969, pp. 810-812.
Reports a survey of the more than 1,000 members of the International Association of Personnel Women who hold administrative, supervisory, and key staff level personnel positions. Findings indicate size and type of organizations in which they are employed as well as their functions, duties and job titles.

Lachstadter, Lois L.
Today's woman looks for a career. Personnel administrator, vol. 15, no. 2, March-April 1970, pp. 10-11.
Pointers for the female college graduate on what to look for in selecting an industry and firm for employment. Miss Lachstadter recommends a company that has already put a woman into a professional job as one that is likely to be innovative and to have a genuine concern for the individual employee.
Reprinted from Business World.

Lachter, Lewis E.
Women managers speak their minds. Administrative management, vol. 30, no. 10, October 1969, pp. 22-25.
Six women managers attending the 50th annual international conference of the Administrative Management Society were interviewed by two editors of this magazine for their views on discrimination against women, the nature of their jobs and opportunities for girls interested in a business career.

Lambright, W. Henry.
Womanpower: the next step in manpower policy. Public personnel review, vol. 31, no. 1, January 1970, pp. 27-30.
The manpower needs of the 70's will demand better utilization of the country's women--especially in professional and technical jobs. Tax incentives, retraining and part-time work are three approaches mentioned to help increase the numbers of women in the labor force.

Lord, Marion E. M.
Mature women and the degree of Doctor of Philosophy. Ann Arbor, Mich., University Microfilms, Inc., 1969. Ann Arbor, Mich., University Microfilms, Inc., 1969. 272 pp.
Doctoral dissertation, University of Wisconsin, 1968. Abstracted in Dissertation Abstracts, vol. 29, no. 12, pt. 1, June 1969, p. 4267-A.

McKee, John C.
The advent of women managers. Manage, vol. 23, no. 1, October 1970, pp. 51-55.
States that while many men and women share the opinion that the business community will not accept a high proportion of women executives, there are currently many changes taking place. Discusses needed changes in attitudes and behavior of men and women toward each other if they are to work together on the management level.

Merritt, Doris H.
Discrimination and the woman executive. Business horizons, vol. 12, no. 6, December 1969, pp. 15-22.
Points out why women are better accepted in the medical sciences than in other professions. Describes reactions of men to women in a business situation and shows how some of these reactions to female qualities can be used to women's advantage. Discusses why it is financially advantageous to society to develop women executives.

Michigan. University. Center for Continuing Education of Women.
New patterns of employment. Proceedings of the conference workshop, March 29, 1966. Ann Arbor, 1966. 143 pp.
Partial contents: Women in the labor market, by Eva L. Mueller; Part-time program for professionally trained women, by Arthur L. Tackman. Workshop sessions dealt with individual professions including administrative and staff positions.

On being a woman in personnel work. Public personnel review, vol. 31, no. 1, January 1970, pp. 55-59.
Several women respond to the question, "Are there any circumstances in which it is an advantage to be a woman in personnel work? a disadvantage?"

Parrish, John B.
Coming crisis in women's higher education and work. AAUW journal, vol. 64, no. 2, November 1970, pp. 17-19.
Foresees troubles ahead as more educated women attempt to enter a work world where technologies will be rapidly changing and opportunities in the traditional teaching field will be shrinking. Advocates a work-oriented collegiate education rather than a culture-oriented one and suggests a restructuring of top professional jobs to fit women's requirements.

Perrucci, Carolyn C.
The female engineer and scientist; factors associated with the pursuit of a professional career. Springfield, Va., Clearinghouse for Federal Scientific and Technical Information, 1968. 1 v.
In quest of an answer as to why relatively few American women are engineers and scientists, this research compares characteristics of career and non-career women and men trained in these fields. Implications of findings are related in the following areas: social and educational background, employment, family and career, obsolescence.

Robin, Stanley S.
The female in engineering. In Perrucci, Robert and Joel E. Gerstl, eds. The engineers and the social system. New York, John Wiley, 1969, pp. 203-218.
"This collection of original essays is concerned with the analysis of the engineering profession in the context of the social systems within which it functions. It is organized around four themes: the historical and occupational setting of the profession, the processes of recruitment and socialization, the nature of work roles and organizations, and the links between careers and society." Titles include: The student engineer, by Robert L. Eichhorn; Authoritarian and prejudiced attitudes of university faculty members, by Elmer L. Struening and Stanley Lehmann; The female in engineering, by Stanley S. Robin; Obsolescence of knowledge and the professional career, by Robert Perrucci and Robert A. Rothman.

Schuck, Victoria.
Some comparative statistics on women in political science and other social sciences. P.S. (Political science), vol. 3, no. 3, Summer 1970, pp. 357-361.
Part II of the 1970 progress report of the American Political Science Association Committee on the Status of Women in the Profession. Based on the author's "Women in political science: some preliminary observations," P.S. Fall, 1969, pp. 642-653 (Personnel Literature, March 1970, item 3-266). Text and additional illustrative figures and tables.

Schuck, Victoria.
Women in political science: some preliminary observations. P.S. (Political Science), vol. 2, no. 4, Fall 1969, pp. 642-653.
Traces the involvement of women academics in the field of political science. Presents statistics from a survey of 473 departments of political science indicating female faculty membership, degrees, and enrollment in graduate political science programs.

Schwartz, Eleanor B.
An evaluation of the application and implementation of Title VII as it applies to women in management. Ann Arbor, Mich., University Microfilms, Inc., 1970. 251 pp.
Doctoral dissertation, Georgia State College, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 10, April 1970, p. 4080-A.

Schwartz, Jane.
Does America still have a female minority? Journal of college placement, vol. 30, no. 1, October-November 1969, pp. 34-42.
Part One presents statistics and information concerning discrimination against women in employment areas. Part Two is an essay by a University of Wisconsin senior pointing up her problems in obtaining a job as a nuclear engineer. Part Three gives findings from a survey by the Office of Career Planning of Macalester College regarding employment opportunities for college educated women, and enumerates changes that will have to occur before women will have equal employment opportunities commensurate with their abilities and education.

Sharp, Laure M.
Education and employment; the early careers of college graduates. Baltimore, Md., Johns Hopkins Press, 1970. 162 pp.
Findings and interpretations derived from two studies of a cohort of college graduates surveyed two years after they received bachelors' degrees and again three years later. Findings relate to graduate study, employment, the role of military service in careers, and the nature of the undergraduate institution. Noted are business, science, and government career preferences; work roles of young scientists and engineers; the influence of Federal government programs; work patterns of women; employment experience of Negro college graduates; geographic mobility; and career satisfactions. Tables.

Simpson, Richard L. and Ida H. Simpson.
Women and bureaucracy in the semi-professions. In Etzioni, Amitai, ed. The semi-professions and their organization; teachers, nurses, and social workers. New York, Free Press, 1969, pp. 196-265.

Tangri, Sandra F. S.
Role-innovation in occupational choice among college women. Ann Arbor, Mich., University Microfilms, Inc., 1970. 266 pp.
Doctoral dissertation, University of Michigan, 1969. Abstracted in Dissertation Abstracts International, vol. 30, no. 9, March 1970, p. 4021-A.

U. S. National Institutes of Health.
Special report on women and graduate study. Prepared by Resources Analysis Branch, Office of Program Planning and Evaluation. Washington, U. S. Govt. Print. Off., 1968. 94 pp. (Resources for medical research, report no. 13)
"The report isolates the obstacles to graduate study and identifies the leverage factors which would influence more women to complete their graduate training. It also analyzes women's career decisions, describes their expectations for graduate study, and indicates the changes in these expectations over a three-year period." Special section on women in the health and science fields.

U. S. Women's Bureau.
Careers for women. Washington, U. S. Govt. Print. Off., 1968. 9 v.
Leaflet no. 41. Why not be an engineer? no. 42. Why not be an optometrist? no. 43. Why not be a pharmacist? no. 44. Why not be a medical technologist? no. 45. Why not be a mathematician? no. 46. Why not be a public relations worker? no. 47. Why not be a technical writer? no. 48. Why not be a personnel specialist?

U.S. Women's Bureau.
The fuller utilization of the woman physician. Report of a Conference on Meeting Medical Manpower Needs, January 12-13, 1968, Washington, D.C., 1968. 104 pp.
Sponsored by American Medical Women's Association and President's Study Group on Careers for Women.
Selected contents: Professional manpower for an affluent society: the opportunity gap, by Eli Ginzberg; Practice and family life, by Dorothy V. Whipple; Remarks, by John W. Macy, Jr.

Women MBAs: where are they now? Harvard Business School bulletin, vol. 45, no. 4, July-August 1969, pp. 33-35.
List of the 76 women earning MBAs at Harvard from 1960 to 1968 showing current position, geographic location and marital status.

WOW: a model for encouraging women's potential. AAUW journal, vol. 63, no. 2, January 1970, pp. 69, 70-72.
An interview reveals the story of Washington Opportunities for Women, a volunteer effort to assist mature women in finding volunteer or part-time work or in returning to study. Points out attempts to persuade the U. S. Civil Service Commission to credit volunteer work toward job requirements.

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